

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, March 7, 2016 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Van Dyck, Supervisor Buckley, Supervisor Moynihan, Supervisor Erickson
Excused: Supervisor Evans, Supervisor Fewell
Also Present: Dan Process, Chad Weininger, Dave Ehlinger, Paul Fontecchio, Brittany Zaehringer, Chuck Lamine, Rob Gollman

I. Call meeting to order.

The meeting was called to order by Chair Lund at 5:30 pm.

II. Approve/modify agenda.

Supervisor Erickson indicated he would like to modify the agenda by moving Items 21a and b to follow Item 14.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of February 8, 2016.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Vacant Budgeted Positions (Request to Fill)

1. Child Support – Clerk/Typist II - Vacated – 2/15/16.
2. Clerk of Courts – Deputy Clerk of Courts I - Vacated – 2/29/16.
3. Clerk of Courts – Deputy Clerk of Courts I (.8 FTE) - Vacated – 3/7/16.
4. District Attorney – Legal Assistant I - Vacated – 3/11/16.
5. Human Resources – Human Resources Associate - Vacated – 3/11/16.
6. Human Services – Economic Support Specialist - Vacated – 2/1/16.
7. Human Services – Lead Economic Support Specialist - Vacated – 2/8/16.
8. Human Services – Financial Supervisor - Vacated – 2/12/16.
9. Planning & Land Services – Administrative Secretary - Vacated – 3/1/16.
10. Planning & Land Services – Survey Crew Chief - Vacated – 2/29/16.
11. Public Works (Facilities) – Housekeeper (.5 FTE) - Vacated – 2/1/16.
12. Public Works (Facilities) – Housekeeper Lead - Vacated – 3/1/16.
13. Public Works (Highway) – Superintendent - Vacated – 3/4/16.
14. UW-Extension – Secretary III (.5 FTE) - Vacated – 2/26/16.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to suspend the rules and take Items 1 – 4 together. Vote taken. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve Items 1-14. Vote taken. MOTION CARRIED UNANIMOUSLY

Supervisor Buckley arrived at 5: 33 pm

Supervisor Van Dyck requested that in the future, administration include under the budgeted hourly wage rate, a range for the particular position instead of just a singular amount so the Board knows what the position could be filled at from low to high. Van Dyck would also like to see if each position went through the class and comp. Director of Administration Chad Weininger said that all of the positions went through the class and comp procedure other than the summer seasonal positions. Van Dyck said he is referring to the positions that were actually reviewed. He would like this information because some of the positions, such as clerk typists and cleaning positions could possibly be filled at a lower range than what is shown on the budget impact calculations. Weininger stated that he will work with HR staff to honor these requests. Van Dyck also said it would be interesting to see at a later point after the positions are filled, how many applicants there were for the positions.

Although shown in the proper format here, Items 21 a and b were taken at this time.

Legal Bills

15. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Communications

16. **Communication from Supervisor Evans re: Discussion on the possible uses for the savings in the reduction of bond payments. Maintenance, promotion of Brown County, Room Tax Stabilization Fund. *Referred from February County Board.***

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to hold one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer – No items.

Resolutions, Ordinances

17. **Resolution re: Change in Table of Organization for the Health Department Public Health Educator.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **Ordinance Amending Sections 4.93 of Chapter 4 of the Brown County Code entitled "Grievance Procedure." *Referred from February County Board.***

Motion made by Supervisor Buckley, seconded by Supervisor Erickson to hold one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

19. **County Executive Report.**

No report; no action taken.

20. **Internal Auditor Report.**

a) Monthly Status Update (February 1 – February 29, 2016).

Internal Auditor Dan Process provided an update on the asphalt plant audit. He indicated that a contract has been signed with Schenk and it is anticipated they will get in there sometime this week. Schenk anticipated a fairly quick turnaround time. Process noted that at the last Board meeting there was a request from the Supervisors to have an opportunity to meet with Schenk and ask questions regarding the audit. A question/answer session was held on February 22, 2016 and Process noted that it went well and was very transparent. He also said that he has answered questions of Supervisors who were not able to attend.

**Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

21. Human Resources Report.

Human Resources Director Brittany Zaehringer reported that she has been here about a month now. She stated she has been meeting with staff and various stakeholders to find out what the needs and concerns are. One of the concerns she heard was with regard to working with HR staff in a team culture and she noted that there are some issues in that area that she is assessing. She is also looking at strengths and weaknesses of the overall operations and where improvements and efficiencies can be made. Zaehringer continued that she is looking at an analysis of all of the policies and procedures to see what is already in place and make recommendation as to what should be added. Finally, she is trying to maintain the current priorities in projects that are ongoing. She said that staff is moving forward with their normal work.

**Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY**

- a) **Discussion regarding the calculation for the wage adjustment of the .5%, 1%, 2% and 3%. *February Motion: To refer back to Administration to recalculate the 2016 wage increases to compare the 2015 pay to the 2015 market rates and bring back fiscal impact in a month.***

Weininger provided the Committee with a handout, a copy of which is attached. He said in looking at the mechanics' pay on the handout, they are currently 102.69% of the market. That 102.69% falls between 97% and 104% and therefore it was determined that they should get a 2%, which is a standard COLA adjustment. The Board action was what percent would get them to the midpoint because there was a wage adjustment. In this circumstance, if you look at the first box of the handout, a 102.69% with a 1% applied to it is 103.71% which would be at market. If 2% were applied to the 102.69% it would be 104.76% which would actually technically be above market and applying 3% would be 105.78% which is above market. Weininger continued that the point where this becomes an issue is between 104% and 105%. If standard rounding is used, if it was at 104.5% and above, it would be above market, but if it was 104.49% or below, it would be below market. Weininger continued that if the rounding piece were eliminated and they did a wage adjustment and the Board wanted to apply the wage to bring them up to market but not go above market, which would basically be eliminating rounding, the net effect or total cost would be \$40,031.35. Of that, \$30,328 would be levy affect and the remaining \$9,702 would be non-levy affect.

Weininger continued that Box 2 shows the options and option 2 is to round until the whole number is hit. He said that the rounding issue has a relatively small financial impact, but that is the way it was calculated based on the Board so the intent was to do a wage adjustment rather than a standard COLA. Moynihan asked how many employees this affected and the answer was roughly 69 employees.

Van Dyck acknowledged that in reality the Board failed to give direction in regard to the market rates and what to do with them. Effectively what the chart on the left side of the handout is showing is that in pay grade 13, we started out with a \$23.28 number which when divided by the \$22.67, that particular position was at 102.69% of the market. It would have been Van Dyck's understanding to say that it is falling between 97% - 104% so therefore that particular position or any similar position should have gotten a 2% wage increase. He is with Weininger up to that point. Where he loses it though is when moving to box 1, where then you take the new rate which would be the \$23.28 times the 1.02% which gives the \$23.7456 and then divide that by the \$22.67 which is market and that comes up with the 104.74%. Then administration is saying that the 104.74% is above the market, but the market of \$22.67 is still a 2015 number. Weininger agreed that it is a 2015 number. Van Dyck said that going forward, if we are going to continue something like this, administration should give some direction to the Board as to what to do with the market number because it does not seem right to take a 2015 wage rate, apply an increase to it to come up with the 2016 number and then divide it by a 2015 market rate.

Weininger responded that one of the ways to address this would be to go back to Wipfli and have the numbers reweighted because they had them weighted for 2015 to apply a certain standard percentage increase. He said there is still a wage adjustment, but there is the 1%, 2% or 3% being built into the person's wages, but it does not change the actual scale. Weininger continued that what they will probably do in 2017 is figure out the weighted method and the way to apply it, whether it should be a standard COLA increase across the board and move the entire scale or to use what Wipfli used which was a weighted average to come up with that adjustment. Weininger said they did not have the formula that Wipfli used so they could not apply it for 2016. Their intention was to do a standard increase across the board and a small percentage for the adjustment. The other issue was how to weight the new scale.

Van Dyck felt that going forward it may be appropriate for the Board put a communication in each year or use some other process to approve some type of inflationary factor against the market. Lund stated that something like that should come before the Executive Committee and he felt it should be done in September before the budget meetings are held so that it is a built in working plan. Weininger said that part of it has to do with how the pay structure is worked and those mechanics and this dovetails into the next discussion regarding the RFP.

It was indicated that an adjustment for the mechanics would be retroactive back to January 1, 2016.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve the 2% and have Administration draft a resolution to change the rounding. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Review and approval of Request for Services for Employee Classification and Compensation Study.

Zaehring said the RFP she drafted is what she considers to be a scope of services to have the class and comp study looked at. She felt this is a comprehensive request for services because there have been numerous problems and issues with the class and comp and it is the number one thing she hears about from department heads. She would propose to have a third party come in and give some recommendations on what can be done to flush things out.

Buckley asked if this is something that will have to be addressed every year. Zaehring responded that what is typically done is once a general plan is agreed upon a work schedule is set up to review a portion of the plan each year. Buckley said that with the way that labor and wages are going currently in general, he felt that some determination needs to be made as to what the County is going to pay people so they can keep them.

Van Dyck welcomed Zaehring and indicated that based on her report he felt that HR is on the right track.

Motion made by Supervisor Van Dyck, seconded by Supervisor Moynihan to approve the RFP as presented. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

22. Such other matters as authorized by law. None.

23. Adjourn.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to adjourn at 5:59 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

Therese Giannunzio
Transcriptionist

2015 Mechanic Pay = \$23.28

Pay Grade 13:

| Min. | Market | Max |
|---------|---------|---------|
| \$18.14 | \$22.67 | \$27.21 |

$$\frac{\$23.28}{\$22.67} = \boxed{102.69\%}$$

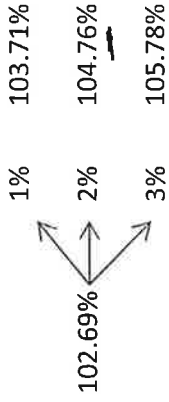
80% - 96% = 3% increase
 $\frac{97\% - 104\%}{104\%} = \underline{2\% \text{ increase}}$
 105% - 120% = 1% increase
 Over 120% = 0.5% increase

If you use a 2016 pay rate: $\$23.28 \times 1.02 = \23.7456

$\$23.7456 / \$22.67 = 104.74\%$ (This number was then rounded up to 105%).
(1/2 cent) rounded up.

Box 1

% to Bring Wage to Market



1% brings them to market
 2% brings them over market

Box 2

Options:

1. Follow rounding method
2. Do not round until whole number is hit - \$40,031.35 -

this number does not include all rounds

employees: not working

3/8/16