

## MILLE LACS COUNTY LABOR MANAGEMENT COMMITTEE

January 24, 2018

Members Present: Char Kohlgraf, Sue Koosman, Heather Glem, Traci Beckstrom, Shawn Steinbrecher, Heather Griesert, Cara Fosteson, Kevin Schultz, William Hulsing, Shelly Fassler, Diane Overby and Alisha Voigt Fussy.

Members Absent: Al Heim, Gene Ablard, John Henderson, Commissioner David Oslin, Commissioner Tim Wilhelm and Cheryl Woehler.

Ex-Officio Members Present: Pat Oman, Administrator, and Jess Olson, Secretary

Diane Overby facilitated the meeting. Meeting was called to order approximately 8:06 a.m.

Safety Committee: Issues since the last meeting in September were presented. Reports of issues related to incidents in Sheriff Office and Public Works.

Updates of Past and Current issues:

- Building Updates:
  - Cameras – Included in the County’s 2018 Capital Improvement plan. Final piece that is still being worked on is the cost for the cameras within the Jail. Cameras will be at every entry point in all the buildings on campus. The funding to support this project is coming from a grant, the prisoners fund and the capital improvement fund.
  - Windows – Work will be started on the heating controls for the HCH by the end of the month. Request for bids for the windows will go out early spring.
  - Building Layouts: The Sheriff Space study on going for the new location to be located in the lower level of the Justice Center. The County is also looking at putting an exercise area in for County employees to use and have 24/7 access to. There will need a need for a bond to be issued to fund the work on the Sheriff Office and the Public Works building.
  - Vertical Desks – The County is looking at another investment in vertical desks for 2018. Managers have been asked to talk with employees to see if there is continued interest and if so, that names are sent to the ASO office to be put on a list. Funding is still needed to support the purchase of additional vertical desks.
  - Fleet Vehicles - The parking for the fleet vehicles has been moved to the West parking lot. There have been concerns with lighting in the parking lot. This will be addressed in the next month or so by facilities. The County is purchasing 2 new fleet cars; a Caravan and Cruz. These will be added to the fleet in the early spring. Lastly, the Verizon transponders are currently being installed and will be in operation in the next couple of months. Policy and procedures need to be put in place prior to it going live.
- Reorganization Updates:
  - A Solid Waste Coordinator was hired within Environment Resources.
  - There are 2 less bargaining units with in the County. Teamsters Clerical and AFSCME HCH decertified in 2017.

- Personnel Policy is being reviewed and updates will be brought to the Feb 6<sup>th</sup> work session. The items that will be reviewed are adding a Parity Plan for elected department heads, update per diems and review travel time.

Holiday/Recognition Event Recap: Overall the holiday/recognition event was successful. Jimmy John's sandwiches were served with chips, veggies, fruit, cookies and water. Overall the sandwiches are liked and can be done again next year. The lunch cost was \$683 and approximately 75 - 100 employees attended. Discussion took place on how to include Public Works and Sheriff Office as they are not always able to attend due to their shifts/work.

Pop Fund: Jess needs volunteers to audit the pop fund for 2017. Diane, Carie and Sue volunteered to do the audit. The audit results will be presented at the next LMC meeting.

Outstanding Service Award Program: The County has not been following the Personnel Policy as it comes to the process for awarding the outstanding service award. The nominees were not being brought to the LMC committee to review prior to going to the County Board. The 2 current nominations were reviewed and approved to go to the board. Going forward all nominations will be emailed to the committee to approve prior to going to the board.

Committee and Building LMC Reports:

- CVS – No updates
- Justice Center has had some issues with the heating. The court rooms were extremely warm and could feel a significant difference once you exited them. It was communicated with facilities and fixed. It seems there is an issue when seasons change and the temperatures within the Justice Center. They will communicate with Joe Ahner any issues going forward.
- Historic Court House – No updates
- PWD reviewed safety at their last meeting. Bill is the new representative from PWs from the North shop. They have had no accidents to report.
- Sheriff's Office – No updates
- Wellness Committee – With the change to PEIP and no longer with Resource the county has lost funding for events that was currently being done by Resource. The committee is working on funding from the county and other grants. This does allow for more flexibility in events and ways to get employees involved.

Approval of minutes: Heather Glem moved to approve the minutes of the September 28, 2017 meeting, Sue Koosman seconded. Motion carried.

Next meeting: Calendar invites will be sent out for the next LMC meeting.

Meeting adjourned approximately 9:05 a.m.

Respectfully submitted  
Jess Olson