

**Minutes of Langlede County  
Matrix Committee Meeting**

The meeting, in the Law Library, on the second floor of the Courthouse, was called to order at 4:45 p.m., June 2, 2014, by Chairman Solin.

Members Present: Dave Solin, Vern Cahak, Doug Nonnenmacher, Brad Henricks, Gary Olsen, and Robin Stowe.

Members Absent: None

Agenda Item #1: Call the meeting to order: The meeting was called to order at 4:45 p.m. by Chairman Solin.

Agenda Item #2: Approve minutes of the last meeting on May 20, 2014: Motion by Cahak, second by Nonnenmacher to approve the minutes of the last meeting on May 20, 2014, all ayes, motion carried.

Agenda Item #3: The Committee will set the internal comparables for the matrix: The Committee discussed how to set the internal comparables for the matrix for the entire County. Robin Stowe shared a memo detailing some ideas on how the process would move forward. The memo is attached to the minutes. The Committee decided that the next step would be to meet with Department Heads to review each of the positions within their departments. Robin Stowe and Gary Olsen will work to put together a schedule of when the departments could meet with the Committee.

Motion by Cahak to adjourn at 6:20 p.m., second by Nonnenmacher, all ayes, motion carried.

Respectfully submitted,  
Gary D. Olsen  
Recording Secretary

Compensation Matrix Committee  
Meeting Notes, June 2, 2014

The Compensation Matrix Committee is meeting today to begin the review process for the County's Compensation Plan. The first step in the review process involves an internal review of the current compensation hierarchy for County employment positions (union and non-union). After the internal review is complete, then the Committee will conduct an external review of compensation for similar positions in the marketplace (18 comparable counties).

The Committee will determine how to proceed with the internal review. Since a compensation hierarchy already exists, as represented by the current wage rate established for each position, the Committee may not need to receive additional information on every position in order to determine whether the current compensation hierarchy should be adjusted. For example, under the current Compensation Plan, multiple positions have been assigned the same compensation range based upon the understanding that these positions are assigned a similar level or scope of responsibilities. Subject to this understanding, the Committee may decide to continue grouping certain positions within the same compensation range. Alternatively, the Committee may decide to review additional information regarding every position, including but not limited to the qualifications and core responsibilities for each position listed on the Matrix.

As we began this review process, there remained some legal questions regarding the ability of the County to meet with union employees (individually or collectively) to review the compensation for union positions given the dynamics of the Budget Repair Bill (Act 10). Please be advised that it is the (preliminary) opinion of the County's labor counsel (Phillips Borowski) that the Compensation Matrix Committee can lawfully meet with union employees on an individual basis, but the County is prohibited by law from including a representative of general municipal employees in meetings with individual employees to discuss their compensation under the Compensation Plan.

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1. The review process for the Compensation Matrix is not the same as "total base wage bargaining" and therefore it is the (preliminary) opinion of the County's labor counsel (Phillips Borowski) that the Compensation Matrix Committee can lawfully meet with union employees on an individual basis, but is prohibited by law from including a representative of general municipal employees in meetings with individual employees to discuss their compensation under the Compensation Plan because the meeting involves negotiating compensation other than total base wages.

2. The Committee has been provided with documentation that represents our current internal ranking of positions based upon current compensation. The first step in the Matrix review is to determine if the Committee recommends adjusting the current ranking for any position. If the Committee believes that the current compensation ranking for a given position is okay, then no further action is necessary. The Committee only needs to consult additional information when it deems necessary to make a determination regarding the compensation ranking for a position.

3. It is important to remember during this review process, that the Committee is reviewing the compensation (i.e., the monetary value of services/work as determined by the employer) for the position and not the individual who is currently employed in a given position. This ranking of positions represents the value that the County (employer) places on the core responsibilities/services provided by an employment position (and not the person) as represented by the compensation offered for these services.

4. It is important that only objective factors be considered in determining the compensation/value ranking of positions. The Committee needs to determine if the current compensation ranking accurately reflects the value of services provided by the position as currently structured.

5. Some positions receive the same compensation based upon compensation ranges established in previous collective bargaining agreements. If the Committee believes that the value of the core responsibilities/services for a group of positions is substantially similar, then these positions can be grouped together within the same compensation range.

6. The County has completed a survey of educational requirements and qualifications for positions. It is important to note that although many positions list a post-secondary degree (Bachelor's or Associate Degree) as preferred educational qualifications; these same positions also list the combination of a high school degree and some work experience as minimum qualifications.