

Minutes of Lacleade County Matrix Committee Meeting

The meeting, in the Law Library, on the second floor of the Courthouse, was called to order at 10:30 a.m., May 20, 2014, by Chairman Solin.

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

Members Absent: None

Others Present: Joe Novak, Erik Rantala, Marilyn Baraniak, Kathy Jacob, Pete Pentington, Sandy Fischer, and Chet Haatvedt.

Agenda Item #1: Call the meeting to order: The meeting was called to order at 10:30 a.m. by Chairman Solin.

Agenda Item #2: Approve minutes of the last meeting on February 7, 2014: Motion by Nonnenmacher, second by Solin to approve the minutes of the last meeting on February 7, 2014, all ayes, motion carried.

Agenda Item #3: Update Committee regarding the matrix process, and how the information was gathered: Robin Stowe reviewed the matrix process with the Committee and reviewed the following with the Committee:

- 1) Although there is no "perfect" method for developing and administering compensation plans, various "equal pay" laws require the County to use and consistently apply an objective process in establishing and adjusting compensation ranges for employment positions. The County established an objective process dating back to the implementation of the first Compensation Matrix in 2004.
- 2) The first step used in our process is to establish internal rankings for positions based upon the responsibilities and minimum qualifications for positions. The next step is to conduct an external review of compensation for similar positions based upon compensation data from Counties of similar population. While this second step assists in determining the maximum compensation for a given position within a comparable market, the external comparables are not determinative as they are weighed against our own internal comparables. Under the Compensation Matrix review, if it was determined that the compensation for a position was beyond the established maximum (Step 10), then the current compensation was "frozen" until such time as the compensation re-aligned with the Matrix. The Compensation Matrix is then reviewed every five years (i.e., review of both internal and external compensation comparables).
- 3) Under Wisconsin Act 10, the County is prohibited from engaging in certain activities with unions. Within the specific process outlined by total base wage bargaining, the County can "bargain" compensation for positions represented by a union, however the Compensation Matrix review is not intended to replace the total base wage bargaining process. Additionally, any wage increases granted by total base bargaining adjusts the compensation ranges for the union positions established on the Compensation Matrix. Given the interplay between the Compensation Matrix and total base wage bargaining, the County has requested a legal opinion regarding the ability to meet and confer with union employees on an individual basis during the Compensation Matrix review process apart from the process of negotiating wage increases for union positions and determining how wage increases will be applied.
- 4) Under the Compensation Matrix, the compensation for positions is compared to 18 counties having similar population size to Lacleade County. The use of population size as a basis of compensation comparison is subject to criticism to the extent that the responsibilities and minimum qualifications of positions are not comparable. It is important to note that while subject to the collective bargaining process, the compensation for union positions was previously compared to counties within a certain driving distance, including: Marathon, Oneida and Shawano Counties. Many counties within our comp

group have recently adopted their own compensation plans and therefore it is important for us to understand how these new compensation plans are being administered within our comp group.

5) A part of the Compensation Matrix review process includes identifying and establishing compensation for "added" responsibilities. The compensation line-item for added responsibilities is intended to reflect duties that have been or can be performed as a stand-alone service or position. The added duties are not considered an essential function of the position currently assigned the duty, such that the position would continue to exist without the additional assignment or delegation.

Agenda Item #4: Establish how the matrix process will proceed now that the information has been gathered by each County Department Head: The Committee discussed how the matrix process would move forward now that the County Department Heads have gathered the comparable information. The original timeline had the matrix going to the Personnel Committee and County Board in June. It is apparent that this process will not be completed by June. The Committee is not sure when this process will be ready to be presented to the Personnel Committee and County Board, but they want to be sure that enough time is taken to do the process correctly. At the next meeting, the Committee will rank each position internally. Department Heads will be encouraged to attend this meeting. Department Heads will be asked to send minimum job qualifications to the Finance Director prior to that meeting.

The next meeting will be on June 2, 2014 at 4:45 p.m. in the Law Library of the Courthouse.

Motion by Nonnenmacher to adjourn at 11:55 a.m., second by Cahak, all ayes, motion carried.

Respectfully submitted,
Gary D. Olsen
Recording Secretary