

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee

Tuesday, September 12, 2023

Vice Chair Crowley called the meeting to order at 1:00 p.m.

Present: Supervisors Larry Nelson, Mike Crowley, Darlene Johnson, Chris Mommaerts, Terry Thieme and Jeremy Walz. **Absent:** Brian Meier

Nelson arrived at 1:01 p.m.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Chairman Paul Decker, Administrative Specialist Barbara Hollander, Principal Risk Management Analyst Mark Jatczak, Deputy County Clerk Kelly Yaeger, Director of Administration Andy Thelke, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Senior Human Resources Analyst Jane Barwick, Senior Human Resources Analyst Natalie Durr, Senior Human Resources Analyst Jen Reinke, Budget Manager Bill Duckwitz, IT Project Manager John Gorski, Accounting Services Manager Danielle Igielski, Attorney Dan Vliet, Principal Information Technology Professional Amber Botsch, PMO Manager John Hinchey, Project Manager/Business Analyst Laura Zander

Six-Month Report on Worker's Compensation Claims

Jatczak discussed this report and said for the first half of 2023, 46 Workers Compensation claims were opened and 31 remained open at the end of six months. The total incurred at 6 months is \$336,525.

MOTION: Walz moved, second by Thieme to accept the six-month report on Workers Compensation. Motion carried 6-0

Discuss and Consider the following Capital Projects:

Election System Replacement (Item 45)

Yaeger and Gorski were present to discuss the above-listed capital project as outlined in the 2024-2028 Capital Projects Plan. No major concerns were voiced.

MOTION: Thieme moved, second by Mommaerts to recommend approval of the above-listed capital project to the Executive Committee. Motion carried 6-0

ERP System Implementations (Item 46)

Igielski and Gage were present to discuss the above-listed capital project as outlined in the 2024-2028 Capital Projects Plan. No major concerns were voiced.

MOTION: Crowley moved, second by Johnson to recommend approval of the above-listed capital project to the Executive Committee. Motion carried 6-0

Discuss and Consider Ordinance 178-O-050 Modify the 2023 Waukesha County Budget and Approve Modifications to Compensation and Benefit Structures for Non-Represented Employees

Thelke and Gage presented that this ordinance approves modifications to compensation and benefits for employees to maintain market competitiveness identified in the County's 2023 Compensation Study, and modifies the 2023 Waukesha County budget. It is expected that many departments will have no issues making their 2023 budgets with these changes because of high turnover levels in 2023. The ordinance does include an appropriation of \$291,000 of American Rescue Plan Act (ARPA) funds in 2023, and authorizes DOA to transfer up to that amount if it is needed by departments.

Gage highlighted the modifications to the compensation structure and policies as follows:

- I. Modify the Base Performance Award policy by increasing the maximum performance award levels by one percentage (1%) point.
- II. Modify the Non-Base Performance Award policy by increasing the maximum performance award level by one percentage (1%) point for employees at the maximum of the range.
- III. Modify the Base and Non-Base Performance Award policy to allow Effective performance rated employees to be eligible for Base and Non-Base Performance Awards.
- IV. Modify the performance award policy to provide competency-based merit increases for Telecommunicators during a training period until full competency has been attained.
- V. Modify the job classification range assignments for open salary and step salary ranges as listed in the ordinance effective October 21, 2023.

Other changes included the insurance effective date for new employees, adding Martin Luther King Day as a County-recognized paid holiday, adding an additional floating holiday, vacation policy changes to allow for pro-rated vacation days in the first year of hire, exceptions for advanced placement into the vacation accrual schedule based on prior work experience, hours of allowed compensatory time accrual, shift premiums for Psychiatric Technicians, and a salary range adjustment of 3% to be applied to the non-represented, seasonal and temporary 2023 salary ranges.

MOTION: Thieme moved, second by Walz to approve Ordinance 178-O-050. Motion carried 6-0

Closed Session

MOTION: Walz moved, second by Crowley to go into closed session 2:12 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Waukesha Deputy Sheriff Labor Union. Motion carried 6-0

Walz left at 2:45 p.m.

MOTION: Thieme moved, second by Crowley to return to open session at 3:26 p.m. Motion carried 5-0

Approve Minutes of August 16

MOTION: Johnson moved, second by Crowley to approve the minutes of August 16. Motion carried 5-0

Executive Committee Report of August 22

Nelson reported that the committee approved nine appointments.

Next Meeting Date

October 17

MOTION: Crowley moved, second by Johnson to adjourn at 3:29 p.m. Motion carried 5-0

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jeremy Walz', written over a horizontal line.

Jeremy Walz

Secretary - Human Resources Committee