

Minutes of the Human Resources Committee

Tuesday, September 15, 2020

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

Present: Supervisors Dave Zimmermann, Duane Paulson, Mike Crowley, Bill Mitchell, Richard Morris, and Jeremy Walz. Kathleen Cummings arrived at 1:04 p.m.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, IT Manager Lance Spranger, Accounting Services Manager Danielle Igielski, County Clerk Meg Wartman, Deputy County Clerk Kelly Yaeger, Business Services Administrator Donn Hoffmann, IT Infrastructure Administrator Rick McMillin, Senior Financial Analyst Stephanie Kirby, Budget Management Specialist Michelle Beasley, Principal Human Resources Analyst Whitney Ruiz, and Human Resources Analyst Jane Barwick.

Approve Minutes: August 18, 2020

MOTION: Mitchell moved, second by Morris to approve the minutes of August 18. Motion carried 6-0.

Executive Committee Report of September 14, 2020

Zimmermann said the Executive Committee, at yesterday's meeting, approved two ordinances, two appointments, and the Capital Projects Plan.

Future Meeting Date

- October 6, 2020 (Budget)
- October 20, 2020 (Positions Ordinance)

Cummings arrived at 1:04 p.m.

Discuss and Consider 2021-2025 Capital Project: IT/Countywide (Item 41) – #201617 (HRIS/Payroll System Implementation)

Spranger and Igielski were present to discuss this capital project as outlined in the 2021-2025 Capital Projects plan. No major concerns were voiced.

MOTION: Crowley moved, second by Walz to recommend approval of Capital Project #201617 to the Executive Committee. Motion carried 7-0.

Discuss and Consider 175-O-046 Modify The Waukesha County Clerk's 2020 Budget To Accept The Help America Vote Act Election Security Subgrant And Authorize Grant Expenditures

Wartman, Yaeger, Hoffmann, and McMillin were present to discuss this ordinance to accept a subgrant award of \$128,650 from the Wisconsin Elections Commission for the Waukesha County Clerk's Office for costs associated with enhancing election technology and election security improvements.

This ordinance modifies the 2020 County Clerk's budget by increasing general government revenues by \$128,650, operating expenses by \$121,584, fixed assets by \$7,000, and interdepartmental charges by \$66 as shown in the following table.

Appropriation Unit	Description	Amount
Operating	Network Security Coverage (3 years)	\$44,299

Operating	Network Vulnerability Test	\$35,000
Operating	Safe, Laptop, Router, Security Camera, Cell Phone (including annual plan), and USB Sticks	\$27,985
Operating	Vulnerability Assessment Tool	\$10,000
Operating	Security Seminar for Municipal Clerks	\$2,000
Operating	Software Installation Services	\$2,300
Interdepartmental	Cell Phone Administration Fee	\$66
Fixed Asset	Network Monitoring System	\$7,000
Total		\$128,650

The grant has to be spent or committed by February 15, 2021. The majority of this ordinance results in no direct tax levy impact. This grant will prepay for three years of the annual network security coverage which will provide security for the entire County's network. Over the three years, DOA-IT staff will monitor and evaluate if the additional annual operating cost-to-continue for the network security coverage is needed and justified. If the network security coverage were to continue after the three years, future operating costs will need to be managed within the budget. There would also be ongoing charges to continue cell phone usage of about \$580 per year.

To answer Zimmermann's question, Wartman says the County Clerk's Office has a written contingency plan in the event something unexpected happens on election night.

MOTION: Cummings moved, second by Mitchell to approve Ordinance 175-O-046. Motion carried 7-0.

Closed Session

MOTION: Paulson moved, second by Walz to go into closed session at 1:29 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 and to approve closed session minutes of August 18, 2020. Motion carried 7-0.

MOTION: Crowley moved, second by Morris to return to open session at 1:48 p.m. Motion carried 7-0.

Legislative Update

Ignatowski updated the committee on the State's Task Force that will focus on racial disparities, educational opportunities, public safety, and police policies and standards.

MOTION: Morris moved, second by Mitchell to adjourn at 1:52 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

Kathleen M. Cummings
Secretary