

Minutes of the Human Resources Committee

Tuesday, October 6, 2020

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

Present: Supervisors Dave Zimmermann, Duane Paulson, Kathleen Cummings, Mike Crowley, Bill Mitchell, Richard Morris, and Jeremy Walz.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, County Clerk Meg Wartman, Deputy County Clerk Kelly Yaeger, Chief of Staff Shawn Lundie, Office Services Coordinator Kristin Bendlin, Corporation Counsel Erik Weidig, Principal Assistant Corporation Counsel Kim Haines, Financial Analyst Jim Alsteen, County Board Chair Paul Decker, County Board Supervisor Ted Wysocki, Budget Manager Bill Duckwitz, Accounting Services Coordinator Lisa Davis, Human Resources Manager Renee Gage, and Senior Human Resources Analyst Natalie Durr, and Senior Financial Analysts Clara Daniels, Stephanie Kirby, and Alex Klosterman.

Approve Minutes of September 15, 2020

MOTION: Mitchell moved, second by Crowley approve the minutes of September 15. Motion carried 7-0.

Schedule Next Meeting Date

- October 20, 2020

Executive Committee Report of October 5, 2020

Zimmermann said the Executive Committee approved the 2021-2025 Capital Projects Plan, and 2021 budgets for UW-Extension, the Bridges Library System, and Non-Departmental.

Future Agenda Item

- Educational Presentation on the Internal Job Classification Process

Discuss and Consider 2021 Operating Budgets for the Following Departments:

County Clerk

Wartman and Yaeger discussed the proposed 2021 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Both revenues and expenditures total \$604,510 – a decrease of \$93,345 or 13.4% from the adopted 2020 budget. The County tax levy totals \$343,810 – an increase of \$10,000 or 3.0%. The total number of full-time equivalent (FTE) positions decreased 0.40 for a total of 5.00. No major concerns were voiced.

MOTION: Morris moved, second by Paulson to approve the 2021 operating budget for the County Clerk's Office. Motion carried 7-0.

County Executive

Bendlin and Lundie discussed the proposed 2021 budget for the County Executive's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Revenues and expenditures (all tax levy) total \$621,865 – an increase of \$20,000 or 3.3% from the adopted 2020 budget. The total number of FTE positions remains unchanged at 4.65. No major concerns were voiced.

MOTION: Crowley moved, second by Morris to approve the 2021 operating budget for the County Executive's Office. Motion carried 7-0.

Corporation Counsel

Weidig and Haines discussed the proposed 2021 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Total all funds, revenues total \$3,066,609 – an increase of \$109,726 or 3.7% from the adopted 2020 budget. The County tax levy totals \$1,290,247 – an increase of \$10,000 or 0.8%. Expenditures total \$4,356,856 – an increase of \$119,726 or 2.8%. The total number of FTE positions increased 0.08 for a total of 0.08. No major concerns were voiced.

MOTION: Crowley moved, second by Cummings to approve the 2021 operating budget for the Corporation Counsel's Office. Motion carried 7-0.

County Board

Decker and Spaeth discussed the proposed 2021 budget for the County Board Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Revenues and expenditures (all tax levy) total \$1,040,000 – a decrease of \$23,000 or 2.2% from the adopted 2020 budget. The total number of FTE positions remains unchanged at 4.89. No major concerns were voiced.

MOTION: Mitchell moved, second by Cumming to approve the 2021 operating budget for the County Board Office. Motion carried 7-0.

Draft Ordinance (Preliminary Discussion): Approve 2021 Position Changes Through Creation, Abolishment, Reclassification, Title Change, and Equity Adjustment

Gage, Durr, and Duckwitz were present to discuss this item and copies of the draft ordinance were distributed. Staff discussed the proposed 13.5 FTE new positions and 10 FTE abolished positions for a net increase of 3.5 positions. Multiple reclassifications and title changes are also being proposed. The total estimated net tax levy impact of this ordinance is \$630,400. This ordinance will be discussed further and considered at the October 20 Human Resources Committee meeting.

Discuss and Consider Revised Classification Specifications

Gage and Durr reviewed proposed changes for multiple class specs as outlined. No major concerns were voiced.

MOTION: Crowley moved, second by Walz to approve the revised classification specifications as presented with technical corrections. Motion carried 7-0.

State Legislative Update

Ignatowski said the Wisconsin Counties Association met with the Governor's Office last week to go over WCA's legislative priorities for the next session.

MOTION: Paulson moved, second by Cummings to adjourn at 3:52 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

Kathleen M. Cummings
Secretary