

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee Tuesday, March 21, 2023

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

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

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, County Board Chair Paul Decker, Principal Risk Management Analyst Mark Jatczak, Senior Financial Analyst Alex Klosterman, Budget Manager Bill Duckwitz, Senior Financial Analyst Clara Daniels, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Director of Administration Andy Thelke

Approve Minutes of December 13

MOTION: Johnson moved, second by Thieme to approve the minutes of December 13. Motion carried 6-0

Next Meeting Date

April 18

Executive Committee Report of February 20 and March 20

Nelson reported that in February the committee interviewed five people for the District 8 vacancy, selection has been made for Johnny Koremenos, three ordinances passed, and one appointment was approved. In March, committee affirmed the decision of the Parks and Planning Commission and determined that the Chapter 18 Administrative Review process does not apply to conditional use permits, approved one ordinance and four appointments.

Year-End Report on Worker's Compensation Claims

Jatczak discussed the report titled "Worker's Compensation 2018-2022 Claims History Summary". In 2022, 88 claims were opened and 34 remained open at year-end. A total of \$849,179 had been incurred. Jatczak went on to review some of the claims that had opened and closed.

MOTION: Meier moved, second by Crowley to accept the Year-End Report on Worker's Compensation Claims. Motion carried 6-0

Grant/Sunset Positions Report

Klosterman discussed the report as outlined. So far in 2023, there are 132 full-time and 23 part-time/extra help sunset positions, mostly in Health & Human Services and the Sheriff's Department. This compares to 2022 when there were 126 full-time and 24 part-time/extra help sunset positions.

MOTION: Johnson moved, second by Walz to accept the Grant/Sunset Positions report. Motion carried 6-0

Discuss and Consider Revised Classification Specification of Workforce Development Center Coordinator

Gage and Thelke presented that the main reason for this modification is to address a monitoring finding related to the Workforce Innovation Opportunity Act. The finding requires that the position responsible for equal opportunity on behalf of the Waukesha, Ozaukee, Washington Workforce Development Board be specifically referenced in that job description. The duties being added are currently being performed; they just need to be referenced in the classification specification.

MOTION: Crowley moved, second by Thieme to approve the revised classification specification of Workforce Development Center Coordinator. Motion carried 6-0

Annual Report on Performance Evaluations and Rewards

Gage and Ruiz discussed this report which included information on evaluation ratings for all regular full-time and part-time employees in 2022, performance awards for eligible employees, merit base performance awards for open system employees, non-base performance awards for open and step system employees.

The total possible cost if everyone received the maximum base and non-base awards was \$3,443,615 and the total actual cost for base and non-base awards was \$3,126,873. This compares to 2021 when these figures were \$3,296,977 and \$2,847,352, respectively. A total of 896 employees were eligible in 2022 compared to 883 in 2021.

MOTION: Walz moved, second by Thieme to accept the annual report on performance evaluations and rewards. Motion carried 6-0

MOTION: Walz moved, second by Johnson to adjourn at 2:05 p.m. Motion carried 6-0

Respectfully submitted,



Jeremy Walz
Secretary - Human Resources Committee