

Minutes of the Human Resources Committee

Tuesday, January 19, 2021

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

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Accounting Services Coordinator Lisa Davis, Director of Administration Andy Thelke, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, and Budget Manager Bill Duckwitz.

Approve Minutes: December 8, 2020

MOTION: Paulson moved, second by Cummings to approve the minutes of December 8. Motion carried 7-0.

Executive Committee Report: January 18, 2021

Spaeth advised the Executive Committee, at their last meeting, approved several appointments including Elizabeth Aldred as the new Health & Human Services Director, discussed a draft resolution on County Board size, and heard internal audit reports on the airport (fixed base operator review), courthouse tower construction (interim report), and Information Technology project management.

Correspondence

- Fund transfer request by Corporation Counsel totaling \$16,000 due to unexpected additional legal bills in 2020

Future Meeting Dates

- February 16, 2021
- March 16, 2021

Discuss and Consider 175-O-070 Create 1.00 FTE Clinical Therapist Position And Abolish 1.00 FTE Senior Substance Abuse Counselor Position In The Department Of Health And Human Services And Create Future Clinical Therapist Position After Remaining Senior Substance Abuse Counselor Position Is Vacant

Davis discussed this ordinance as outlined and said the Department of Health and Human Services budget currently funds two full-time Senior Substance Abuse Counselor positions, Open Range 9 (\$26.41/hour minimum, \$30.67/hour mid-point, \$34.93/hour maximum). This ordinance authorizes the Department to abolish one regular full-time Senior Substance Abuse Counselor, where the previous incumbent recently retired, and create one regular, full-time Clinical Therapist position, Open Range 12 (\$30.57/hour minimum, \$35.51/hour mid-point, \$40.45/hour maximum). The level of services that can be provided by Senior Substance Abuse Counselors and billed for against Medicare is less than what can be provided by clinical therapists that have higher credentialing. The cost of this new position is estimated to be approximately \$10,000 less than the previous position due to the previous employee being near the top of the salary range resulting in no need for budget modification for additional personnel costs. This ordinance also authorizes the Department to abolish the other Senior Substance Abuse Counselor position upon vacancy and create another

full-time Clinical Therapist. While the Clinical Therapist position has a higher salary range than the Senior Substance Abuse Counselor position and may result in higher personnel costs in the long-term, the department believes that the additional revenue generating from this position will cover the additional expenses.

MOTION: Morris moved, second by Cummings to approve Ordinance 175-O-070. Motion carried 7-0.

Discuss and Consider 175-O-071 Approve Extension Of COVID-19 Sick Time Benefit

Thelke and Gage discussed this ordinance as outlined. Approval of this ordinance would formalize the County Board's support of Executive Order #3 to extend additional paid sick leave benefits for county employees to care, isolate, and quarantine for symptoms related to COVID-19. The purpose of this extended benefit is to discourage sick employees from coming to work in light of otherwise exhausted sick time benefits and to ensure the continuing ability of the County to provide critical services. Regular full-time employees would be provided with 40 additional hours of sick leave and regular part-time employees with 20 additional hours. This extension of sick leave benefits under the executive order and this ordinance would be temporary, sunseting after June 30, 2021.

With paid sick leave, the County continues to pay employees their salary and wages. Salary and wages are already included in departmental 2021 budgets so no additional cash outlay will be incurred in many situations. In some situations, the need for additional coverage while employees are on leave will result in additional, above-budget overtime expenses. However, the absence of an extended sick leave policy requested in this ordinance could lead to additional infections which could lead to more employees needing to quarantine and worsen coverage issues. County administration will continue to monitor state and federal funding sources to identify potential reimbursement opportunities related to pandemic-related sick leave and overtime expenses. Because this extended sick leave policy will sunset after June 30, 2021, there is no long-term direct impact on county tax levy.

MOTION: Crowley moved, second by Walz to approve Ordinance 175-O-071. Motion carried 7-0.

Educational Presentation on the Internal Job Classification Process

Gage and Durr were present to discuss this item. Durr passed around a handout that covered background information on the Hay evaluation method, high level overview of the yearly process, job content evaluation committee, classification specification review, and position change ordinance.

Legislative Update

Ignatowski presented a PowerPoint on the upcoming legislative session.

MOTION: Crowley moved, second by Cummings to adjourn at 2:05 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

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Secretary