

## **Minutes of the Human Resources Committee**

**Tuesday, May 16, 2017**

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

**Present:** Supervisors Larry Nelson, Jim Batzko, Mike Crowley, Jennifer Grant, Tom Michalski, and Jeremy Walz. **Absent:** Bill Mitchell.

**Also Present:** Chief of Staff Mark Mader, County Clerk Kathleen Novack, Senior Human Resources Analyst Renee Gage, Clinical Services Manager Joan Sternweis, Administration Director Norm Cummings, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen.

### **Approve Minutes of March 21**

MOTION: Michalski moved, second by Walz to approve the minutes of March 21. Motion carried 6-0.

### **Chair's Executive Committee Report of April 17 and May 15**

Nelson highlighted the following items discussed at the last two Executive Committee meetings.

- Discussed the operational audit of Circuit Courts– Annual Accounting of Guardianships Audit Report, audit of the Public Works Department's Highway Operations Division, and reviewed the proposed scope for the Health & Human Services Public Health audit
- Approved several appointments.
- Heard updates on the Regional Transit Leadership Council Executive Committee and the Wisconsin Workforce Development Association Board.
- Discussed the extension of the Waukesha Freeman legal advertising contract.
- Heard standing committee reports.

### **Schedule Next Meeting Date**

- June 20

### **Review and Accept the Annual Report of the County Clerk's Office**

Novack discussed the 2016 Annual Report of the County Clerk's Office which included information on major accomplishments, activities/statistics, total fees/revenues collected, and a year-end positive budget variance of \$86,585.

MOTION: Michalski moved, second by Batzko to accept the Annual Report of the County Clerk's Office. Motion carried 6-0.

### **Review and Approve Health & Human Services Coordinator Job Specification Revisions**

Gage advised of changes staff are requesting under Training and Experience for the above-listed job specification. These changes expand the types of degrees that would be acceptable and it expands the level of experience. This individual will be responsible for compliance policy development, auditing, monitoring, and staff training. She noted the position is currently unfunded but funds are available and the position will be filled soon.

MOTION: Walz moved, second by Michalski to approve revisions to the Health & Human Services Coordinator job specification. Motion carried 6-0.

**Update on the Waukesha Employee Health & Wellness Center**

Cummings and Richter discussed the report titled “Health & Wellness Center – Year 2 Review, November 2016-December 2016” as outlined. The center serves County, City, and Waukesha School District employees and their family members. During year two, there were 10,135 office visits compared to 5,745 in year one. Richter noted 38% in year one and 42% in year two were office visits by County employees/family members. Staff determined that the County employee office visit out-of-pocket savings in year two was \$150,670. Regarding employee experience, 99% rated the center as excellent, 100% indicated confidentiality was maintained, 92% said the wait time was less than ten minutes, and 67% said the wait time was less than five minutes. The County’s return on investment in year two was better than originally projected. Cummings emphasized that the savings is more than what had been estimated whereby he listed figures. Richter discussed future initiatives which include expansion of the occupational medicine and safety programs, an emphasis on Workers Compensation utilization, continued focus on pre diabetes and diabetes management programs, evaluating the need for a Care Coordinator position, and conducting a staffing and capacity analysis.

**Overview of 2017 Wisconsin Professional Police Association (WPPA) Collective Bargaining**

Richter reviewed 2017 collective bargaining with the WPPA as outlined in his handout including an overview, bargaining timetable, and summary of major elements in the 2015-2017 contract.

MOTION: Walz moved, second by Crowley to adjourn at 2:51 p.m. Motion carried 6-0.

Respectfully submitted,

Jeremy Walz  
Secretary