

Minutes of the Human Resources Committee

Tuesday, September 20, 2016

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

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

Also Present: Chief of Staff Mark Mader, Principal Risk Management Analyst Mark Jatczak, Human Resources Manager Jim Richter, Administration Director Norm Cummings, Senior Human Resources Analyst Andrea Mohr, Senior Human Resources Analyst Teri Henning, Budget Specialist Bill Duckwitz, County Board Chair Paul Decker, and Accounting Services Manager Larry Dahl. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of August 23

MOTION: Crowley moved, second by Michalski to approve the minutes of August 23. Motion carried 7-0.

Schedule Next Meeting Date

- October 4

Six-Month Report on Workers Compensation Claims

Jatczak reviewed the Workers Compensation report as outlined. During the first six months of 2016, 48 claims were opened and of those, 27 remained open at the end of six months. The total incurred was \$233,855. Since 2012, 428 claims have opened, 53 remained open, and \$3,850,389 has been incurred. Jatczak said compared to this same time period in 2015, frequency has decreased but severity increased. Jatczak highlighted the larger claims that opened and closed.

MOTION: Michalski moved, second by Batzko to accept the six-month report on Workers Compensation claims. Motion carried 7-0.

Update on the Waukesha Employee Health & Wellness Center

Richter, Cummings, and Mohr were present to discuss the second year, mid-year report as outlined. For the first eight months in 2016 there have been 5,226 visits to the center (42% County, 41% school district, 17% City). The 2016 estimate is 7,839 visits which compares to 5,745 visits in 2015. Regarding employee experience, 98% rate the Center as excellent/good and very likely/likely to return, 99% indicated confidentiality was maintained, and 93% waited less than 10 minutes (60% less than five minutes). The top 10 health conditions were immunizations, hyperlipidemia, chronic sinusitis, acute respiratory infection, general exams, Type 2 diabetes, gastro-esophageal reflux, hypertension, cough, and acute pharyngitis. Year two initiatives completed include the implementation of a physical therapy unit, a diabetes management program, enhanced wellness and education programming, and website and Facebook pages. Year 2 initiatives include expansion of the occupational medicine programs, staffing assessments, formulary reviews, disease management programs (includes expanding the diabetes management program), and service communications. Richter noted diabetes is one of their biggest cost drivers. Richter said the budget is on target and Cummings noted we have saved

more money than originally anticipated. An update will be available in April. Cummings said the cooperation with this endeavor among all entities involved has been extremely positive.

Ordinance 171-O-041: Eliminate Civil Service Recruitment And Selection For Law Enforcement Positions, Abolish The Sheriff's Civil Service Commission, And Amend The County Code Of Ordinances Accordingly

Henning and Richter discussed this ordinance as outlined. The Waukesha County Code of Ordinances established a civil service system for the hiring and promoting of Deputy Sheriff, Detective, Captain, and Lieutenant positions, and created a Sheriff's Civil Service Commission. The civil service system mandates a prescribed testing, certification, and recordkeeping process for the hiring and promoting of employees. Eliminating the mandates of a prescribed civil service system for these positions will result in more efficient methods of recruitment and selection. The County has well-defined and established human resources policies and procedures that cover the recruitment and selection of all County positions. Staff are requesting the related sections be repealed which will effectively result in the abolishment of the Sheriff's Civil Service Commission. Persons shall be appointed to Deputy Inspector and Inspector at the discretion of the Sheriff, provided that any person so appointed must hold the permanent rank of Lieutenant or above in the Waukesha County Sheriff's Department at the time of appointment and meets the minimum training and experience requirements of the new position. The Human Resources Committee will also act as the committee of budget and policy oversight for the Sheriff Grievance Committee. This proposal was discussed in detail at the July Human Resources Committee meeting.

MOTION: Crowley moved, second by Walz to approve Ordinance 171-O-041. Motion carried 7-0.

Ordinance 171-O-042: Approve The 2017 Employee Retention/Severance Policy

Richter advised in the course of developing the proposed budget for any given year, positions may be abolished, or funding reduced (most are typically vacant) for various departments. This ordinance authorizes a benefit policy for County employees that may be laid off in 2017. It does not cover employees who terminate their employment voluntarily prior to their layoff or who accept employment in another County position or who decline such employment.

Under the proposed retention/severance program, regular full-time employees will be eligible for a severance payment as follows: less than 3 years – 3 weeks; three years but less than 10 years – 6 weeks; and 10 or more years – 9 weeks. Regular part-time employees will be eligible for half the benefit. In addition, regular full-time and part-time employees would be eligible for up to four months of the County contribution toward the health plan they are enrolled in at the time of termination. Terminated employees would also be eligible to participate in the Tuition Assistance Program for one year after being laid off.

About \$65,000 was spent for severance/retention in 2015, mostly associated with the Shelter Care transition. The County has budgeted \$40,000 in 2016, of which about \$29,000 has been expended to date. The 2017 proposed budget includes \$40,000 for retention/severance. Future Non-Departmental budget proposals will include estimates for the impact of this policy based on anticipated staffing changes. Any costs related to the tuition assistance benefit will be absorbed in the Department of Administration Human Resources budget.

A consensus of the committee felt this ordinance should become permanent policy as opposed to it coming forward annually. Mader suggested this discussion and/or ordinance occur as a future agenda item.

MOTION: Grant moved, second by Michalski to approve Ordinance 171-O-042. Motion carried 7-0.

Capital Project #201617 (pg. 51): Payroll/Human Resources Information System

Dahl and Richter were present to discuss this capital project which addresses the procurement and replacement of the human resources and payroll system. Based on a 2016 study, it has been determined that the current system is near the end of its life cycle. The current system has been in use since 2004 and the current vendor is no longer providing enhancements which does not provide the opportunity to create efficiencies and effective workflows and processes. The second year of the project funds the services of a consultant to assist in the assessment and selection of the appropriate software vendor. Project funds in the second year are also budgeted to being implementation after vendor selection.

The new system will allow for process improvements in the area of integration between existing systems, a centralized database, the minimization of shadow systems, ability to establish electronic vs. manual workflows and processes, more effective communications with management and employees, streamlined payroll processing, management query and reporting tools, and more cost effective software delivery by using cloud based systems. Richter and Dahl discussed capabilities of the new system in detail, much of which will replace work that is now done through a variety of manual tasks.

The total project cost is listed at \$1,427,000 with \$75,000 in the 2016 budget, \$400,000 in the 2017 budget, and \$952,000 in the 2018 budget. Ongoing operating cost are expected to include annual software licensing and maintenance charges, partially offset by savings from operating efficiencies.

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

Chair's Executive Committee Report of September 12 & 19

Nelson gave a detailed report on the last two Executive Committee meetings where they primarily discussed and approved capital projects.

MOTION: Crowley moved, second by Michalski to adjourn at 2:49 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary