

## Waukesha County Board of Supervisors

### Minutes of the Joint Meeting of Human Resources Committee and Finance Committee Wednesday, August 16, 2023

Chairman Decker called the meeting to order at 8:30 a.m.

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

**Present from Finance Committee:** Supervisors Jim Heinrich, Larry Bangs, James Batzko, Darryl Enriquez, Joel Gaughan, Richard Morris and Gary Szpara

**Also Present:** Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Chairman Paul Decker, Marianne Oyaas (Segal Consulting), Human Resources Manager Renee Gage, Director of Administration Andy Thelke, Clerk of Courts Monica Paz, Health and Human Services Director Liz Aldred, Principal Human Resources Analyst Whitney Ruiz, Senior Human Resources Analyst Audrey Key, Jane Barwick, Jen Reinke, Natalie Durr, County Clerk Meg Wartman, Business Manager Rhiannon Cupkie, Accounting Services Manager Danielle Igielski, Mental Health Center Coordinator Andrew Grzybowski, Jail Administrator Angela Wollenhaupt, Deputy Jail Administrator Tracy Lewandowski, Business Manager Josh Joost, ADRC Manager Mary Smith, Park System Manager Steve Brunner, Chief Information Officer Lance Spranger, IT Solutions Manager Kevin Koenig, PMO Manager John Hinchey, Senior Civil Engineer Matthew Cowap, Principal Financial Analyst Bob Ries, Airport Manager Kurt Stanich, Airport Programs & Projects Analyst Aimee Scrima, Director of Public Works Allison Bussler, and Principal Assistant Corporation Counsel Deb Price.

#### **Presentation of the 2023 Total Compensation Study Results**

Oyaas, Gage, Thelke and presented the 2023 total compensation study results by Segal Waters Consulting. The county strives to offer total compensation that facilitates successful recruitment and retention of high-quality staff while considering the fiscal policies of the county. Oyaas discussed compensation philosophy and history, study goals and methodology, findings, and conclusion and recommendations.

75 job titles were selected as benchmark job titles. The benchmark jobs selected cover 30% of the county's job titles and 75% of the county employees. Thirty-two job titles were found to be more than 5% below market at the midpoint. The county is recommending 1 classification move downward and 69 classifications moving upwards.

A list of policy recommendations to pay and benefits was provided to the committee members and an ordinance will be drafted for the County Board's consideration in September. If approved by the County Board the changes would go into effect October 21, 2023.

Heinrich asked if Administration could draft the fiscal impact of each recommendation when the ordinance comes forward. Nelson and Thieme voiced their support for the recommendations to keep Waukesha County competitive.

**Human Resources Committee Approve Minutes of July 18**

MOTION: Thieme moved, second by Johnson to approve the minutes of July 18. Motion carried 6-0

**Next Meeting Dates**

September 20 (Finance)

September 12 (Human Resources)

**Executive Committee Report of July 25**

Nelson and Heinrich noted the Executive Committee meeting was moved to be before the County Board meeting to review appointments.

MOTION of Human Resources Committee: Walz moved, second by Thieme to adjourn at 10:18 a.m. Motion carried 6-0

**Discuss and Consider RFP 2023041 Dining Service for Mental Health Center**

Grzybowski presented that this request for proposals is for seeking qualified firms to provide all necessary labor and supplies for a high-quality, cost-effective food services program for the Waukesha County Mental Health Center. There was one bidder (ProHealth Care) and the contract cost in the first year is \$67,105.

MOTION of Finance Committee: Batzko moved, second by Bangs to award RFP 2023041 to ProHealth Care. Motion carried 7-0

**Discuss and Consider RFP 2023044 - Inmate and Huber Meal Service**

Wollenhaupt and Joost presented that this request for proposals is for seeking qualified firms to provide all necessary labor and supplies for a high-quality, cost-effective food services program for the Waukesha County Jail and Huber facility. There were three bidders and Trinity Services Group, Inc. was the highest-rated proposer for a total contract amount of \$3,460,594.05 for three years.

MOTION of Finance Committee: Enriquez moved, second by Szpara to award RFP 2023044 to Trinity Services Group, Inc. Motion carried 7-0

**Discuss Request for Proposal #2023010 RideLine Accessible Transportation Services**

Smith presented that this request for proposals is for RideLine Accessible Transportation Services. There were two submissions and WI Transportation LLC was the highest-rated proposer for a total contract amount of \$2,547,998.17.

MOTION of Finance Committee: Gaughan moved, second by Morris to award RFP 2023010 to WI Transportation LLC. Motion carried 7-0

**Request for Proposal 2023038 Professional Design Services for Stormwater Best Management Practices (BMPs)**

Brunner presented that this request for proposals is for design services for stormwater management projects to meet the requirements of the State of Wisconsin for water quality of stormwater runoff in Waukesha County. There were five submissions and EOR/Emmons and Olivier Resources, Inc. was the highest-rated consultant with a total contract amount of \$153,331 for all seven project sites.

MOTION: Batzko moved, second by Enriquez to award RFP 2023038 to EOR/Emmons and Olivier Resources, Inc. Motion carried 7-0

**Request for Qualifications 2023016 – Engineering/Design Services for CTH J at CTH FT**

Cowap presented that this request for qualifications is for design services to improve the traffic signal equipment and geometry of the CTH J and CTH FT intersection. There were two submissions and EMCS was the highest-rated consultant with a total contract amount to be negotiated.

MOTION: Szpara moved, second by Bangs to award RFP 202316 to EMCS. Motion carried 7-0

**Request for Proposal #2023029 – Waukesha County Website Redesign Implementation**

Spranger and Koenig presented that this request for proposals is for the implementation of the redesign of the Waukesha County website. There were 12 submissions and GHD Digital was the highest-rated proposer with a total contract amount of \$201,370.

MOTION of Finance Committee: Morris moved, second by Enriquez to award RFP 2023029 to GHD Digital. Motion carried 7-0

**Discuss and Consider Ordinance 178-O-040 Modify The 2023 Department Of Public Works, Airport Operations Fund Budget For Increased Contracted Snow Removal Expenses And In-House Snow Removal Operations, And Create Two FTE Park Maintenance Worker Positions**

Stanich, Scrima and Bussler presented that this ordinance modifies the 2023 Department of Public Works – Airport Fund budget to increase expenses for the current snow removal contract and to cover costs associated with bringing snow removal operations in-house. Department management anticipates that bringing snow removal in-house will cost less than the current contract and that they will be able to accommodate these costs in 2024 with appropriations previously funding the contract. These expenses will be funded with Airport Fund Balance. This ordinance also creates 2.0 FTE regular, full-time Park Maintenance Worker positions.

MOTION: Morris moved, second by Enriquez to approve Ordinance 178-O-040. Motion carried 7-0

**CLOSED SESSION:**

MOTION: Gaughan moved, second by Bangs to convene in closed session at 11:02 a.m. pursuant to Section 19.85(1)(g), Wisconsin Statutes, to confer with staff and Corporation Counsel who is rendering oral or written advice concerning strategy to be adopted with respect to pending litigation in the condemnation lawsuits against Waukesha County brought by Gregory Backus, Valerie Zorek, Jamie Shirley and Nicholas Brock, and to approve the closed session minutes of 7-19-23.

The committee returned to open session at 11:12 a.m.

**Investments Report for Six Months Ended**

Ries reviewed the investments report including valuation at cost, valuation at market, total investment income and balances, and the County's portfolios. The total return for the quarter was up 26 basis points from the previous quarter, at 0.81%. For the year ending June 30, 2023, County investments returned 2.14%. Total interest earnings for the quarter were \$2,337,051, up \$818,344 from the 1st quarter due to an increase of \$11.4 million in the average invested balance consistent with the County's normal cash flow trend; an increase of \$434,487 in realized gains/losses on the sale of securities compared to the

prior quarter; and the higher yields present in the market. The rolling four quarter average of quarterly invested balances has increased in recent quarters due to the receipt of ARPA funds from the federal government in 2021 and 2022.

MOTION: Szpara moved, second by Bangs to accept the investments report for six months ended.  
Motion carried 7-0

**Finance Committee Approve Minutes of July 19**

MOTION: Enriquez moved, second by Szpara to approve the minutes of July 19. Motion carried 7-0

MOTION of Finance Committee: Enriquez moved, second by Batzko to adjourn at 11:37 a.m. Motion carried 7-0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Richard J. Morris". The signature is written in a cursive style with a large initial "R".

Richard Morris

Secretary – Finance Committee