

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee Tuesday, April 5, 2022

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

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

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Administrative Specialist Mary Pedersen, Senior Financial Analyst Alex Klosterman, Health & Human Services Director Liz Aldred, Accounting Services Coordinator Kristen Tranel, Human Resources Manager Renee Gage, County Board Chair Paul Decker, and Senior Human Resources Analysts Jane Barwick and Natalie Durr.

Approve Minutes of March 15

MOTION: Paulson moved, second by Crowley to approve the minutes of March 15. Motion carried 6-0.

Next Meeting Date

- May 17

Executive Committee Report of

Zimmermann said the Executive Committee approved the legal advertising contract with the Waukesha Freeman, approved a resolution pertaining to the Bridges Library System, and heard a presentation on the Waukesha County courthouse secure tower courtroom construction audit.

Discuss and Consider Ordinance 176-O-130 Modify The Department Of Health And Human Services 2022 Budget And Create Eleven (11) Regular Full-Time Positions For Community Support Services

Aldred discussed this ordinance to modify the Department of Health and Human Services 2022 budget by transferring \$551,869 of contracted services expenses within the operating expenses appropriation to personnel expenses to fund the creation of 11 regular full-time positions. The positions created include three Senior Mental Health Counselors, four Mental Health Counselors, and four Human Services Support Specialist. These positions were originally contracted through Homes for Independent Living, Inc. (HILCO) to provide case management, the Community Support Program (CSP), and transition-to-independent-living assistance and community supports to clients with severe and persistent mental illness. When the request for proposal for the contract was distributed, HILCO declined to renew the contract, and the other vendor submissions were deemed inadequate. These services address important community needs and proposes bringing most of these contracted positions in-house. HILCO has agreed to continue providing these services until June 30, or earlier dependent on the implementation timeline.

As these positions are being created mid-year with an intended May 1, 2022 start date to allow for some transition time, the total budgeted impact of these positions in 2022 is estimated at \$551,869,

or approximately eight months of personnel expenses (May-December) including prorated benefits. The HILCO positions currently perform work at the Mental Health Center facility and already have workspaces and equipment (e.g., computers, phones) with expenses included in the existing 2022 budget so no additional related operating expenses are anticipated for the new county-employed positions. The total 2022 budgeted amount for HILCO contracted services is \$826,087. After the transfer of \$551,869 to personnel costs, the remaining balance of \$274,218 will remain in contracted services to fund the cost of 4 months of transition time with HILCO from January 1 to April 30, 2022. The annualized expenses associated with the creation of the 11 positions is slightly less than the budgeted HILCO contract (\$826,087) at \$825,046, meaning that no additional material ongoing tax levy impact is anticipated as a result of this ordinance.

MOTION: Crowley moved, second by Walz to approve Ordinance 176-O-130. Motion carried 6-0.

Discuss and Consider Revised Classification Specifications for Correctional Officer, Corrections Captain, Corrections Lieutenant, and Chief Deputy Clerk of Circuit Court

Barwick discussed proposed revisions to the classification specifications for Correctional Officer, Corrections Captain, Corrections Lieutenant, and Chief Deputy Clerk of Circuit Court as outlined in handouts, with the goal of increasing the number of applicants.

MOTION: Paulson moved, second by LaFontain to approve revised classification specifications for the above-listed positions as written and discussed. Motion carried 6-0.

Legislative Update

Ignatowski gave an update on redistricting and the State's bill on foreclosures which was signed into law.

MOTION: Paulson moved, second by Morris to adjourn at 1:40 p.m. Motion carried 6-0.

Respectfully submitted,

Michael A. Crowley

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Secretary