

Minutes of the Personnel Committee

Tuesday, May 6, 2008

County Board Chair Dwyer called the meeting to order at 1:00 p.m.

Present: Supervisors Jim Dwyer (County Board Chair), Jim Behrend, Jim Heinrich, Ted Rolfs, Dave Falstad, and Steve Wimmer. Dwyer left the meeting at 1:03 p.m. **Absent:** Tom Schellinger (Chair), and Pete Gundrum.

Also Present: Legislative Policy Advisor Dave Krahn, County Clerk Kathy Nickolaus, Financial Analyst Bill Duckwitz, Employment Services Manager Sue Zastrow, Labor Relations Manager Jim Richter, and Principal Human Resources Analyst Terri Sgarlata-Lutz. Recorded by Mary Pedersen, County Board Office.

Committee Welcome and Opening Remarks by Chair Dwyer

Dwyer thanked committee members for accepting their assignments and he noted that Chair Schellinger could not attend today.

Nomination and Election of Vice Chair and Secretary

MOTION: Behrend moved, second by Heinrich to elect Wimmer as vice chair. Motion carried 6-0.

Dwyer left the meeting at 1:03 p.m. and Wimmer ran the remainder of the meeting.

MOTION: Heinrich moved, second by Behrend to elect Rolfs as secretary. Motion carried 5-0.

Discuss Duties and Responsibilities as Contained in the County Code of Ordinances

Copies of the committee's duties and responsibilities as outlined in the County Code were mailed with the agenda. Said information included County Board operating procedures and rules, actions and procedures, and general committee duties.

Krahn noted that this committee, for the most part, is responsible for the County's employees. This committee has policy and budget oversight of the County Clerk's Office, County Executive's Office, Corporation Counsel's Office, and the County Board Office.

Educational Overview of the County Clerk's Office

Nickolaus said she is one of five people in the state who are nationally certified in election and registration administration. County clerks are partisan and are elected to four-year terms by their county's residents. There are four areas in her office: Legislative Support, Administrative Services, Licensing, and Elections. By Statute, she is the clerk for the County Board and takes minutes and keeps attendance at County Board meetings. She files and presents all claims filed against the County and all ethics filings are done in her office. She posts on the Internet and files all agendas and minutes. She creates the annual County Book of Proceedings. She lobbies state and federal legislators on issues affecting her office. She works with State Department of

Revenue and Finance on tax apportionment. Her office is also the official County lost and found. She works with the Clerk of Courts and the State on the non-county resident proceedings certification. Last year, that certification resulted in a reduction of our state tax by \$14,000. The County Clerk is the owner of County property whereby she takes care of vehicle titles and signs off on all property sales. She creates the annual public directories of local elected officials. She handles marriage and dog license applications. She provides local treasurers with dog tags and she keeps records of those sold. Nickolaus said in October of 2003, she initiated issuing passports which so far has generated about \$250,000. She prepares and distributes ballot supplies to municipalities and works with them on voter registration and training. She programs both pieces of election equipment, and according to our vendor, this will save the County \$200,000 this year. She tabulates unofficial election results and runs the County Board of Canvassers for all elections. Her budget fluctuates from year to year due to different elections/ election costs in different years.

Annual Report of the County Clerk's Office

Nickolaus reviewed her 2007 annual report as outlined which included information on revenues and statistics relating to marriage licenses, dog licenses, passports, elections, etc. Total revenues in 2007 were \$280,664.56, an increase of \$4,881.14 from 2006. The total number of marriage licenses sold in 2007 was 1,856, a decrease of 121. County Clerk retained revenues from marriage licenses totaled \$111,360, a decrease of \$7,260. Passport revenues totaled \$64,060 in 2007, an increase of \$13,140. Fees from local municipalities and school districts for ballot costs and statewide voter registration totaled \$43,664.09, an increase of \$29,478.34 from the previous year. Dog license revenues have decreased as less people are getting their dogs licensed.

MOTION: Rolfs moved, second by Behrend to accept the 2007 Annual Report of the County Clerk's Office. Motion carried 6-0.

Educational Overview of the Human Resources Division

Zastrow and Richter discussed this issue as outlined in their handout which included information on number of departments, number of employees, unions, Human Resources functions, and staff members. Richter said there are a total of 20 County departments and 1,400 County employees, both regular full-time and part-time, both of whom are eligible for County benefits. Of those 1,400 regular employees, 450 are non-represented. Non-represented employees are mostly supervisors and managers. In addition, there are seasonal and temporary employees who are not eligible for County benefits such as health insurance, pension, etc. There are seven collective bargaining units. Human Resources staff appear regularly at Personnel Committee meetings in closed session during contract negotiations with the collective bargaining units (unions).

Zastrow and Richter reviewed the various Human Resources functions which include Recruitment and Selection, Training and Development, Employee Recognition, Information Systems, Newsletters and Communications, Wellness, Organizational Studies, Salary Administration, Manager and Supervisor Consultation, Collective Bargaining, Benefits Design and Administration, Policy and Procedures, Employee Orientation, and Employee Leave and Retirement Planning. There are a total of 12 full-time employees in the Human Resources Division.

Zastrow said Human Resources staff are responsible for organizing the County holiday party and picnic. Various newsletters and communications are sent out for employees and retirees. They are responsible for doing organizational studies. They review non-represented jobs on a regular basis and make updates to classification specifications and salaries when necessary. Zastrow said a formal system called the Hay System is used for job evaluations for non-represented employees. Hay is basically a consulting group that formulates job salaries via a point system. Zastrow advised that staff also assist departments when employees are going on medical leave under the Medical Leave Act, an area which has grown significantly over the years. A tuition reimbursement program is available to employees, albeit a conservative one. Richter noted that several Wellness Program initiatives for employees will be brought forward this year – part of an overall strategy for health insurance cost containment. Richter advised that staff spend quite a bit of time working with managers and supervisors on policy issues, employee grievances, discrimination complaints, unemployment compensation, labor contract interpretations, and other workplace situations. Employee Benefits Administrator Pete Hans manages the benefits function such as our health insurance plan, deferred compensation plan, etc. for employees and retirees. Human Resources Analyst Deb Kneser administers and develops training programs for employees. She also partners with municipalities to provide them with training opportunities that are not otherwise available to them.

Schedule Next Meeting Dates

The next Personnel Committee meeting is scheduled for May 20 at 1:00 p.m.

Closed Session

MOTION: Behrend moved, second by Falstad to go into closed session at 2:11 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues, and to approve the closed session minutes of previous meeting(s). Motion carried 5-0.

MOTION: Rolfs moved, second by Heinrich to return to open session at 3:15 p.m. Motion carried 5-0.

MOTION: Rolfs moved, second by Behrend to adjourn at 3:15 p.m. Motion carried 5-0.

Respectfully submitted,

Approved on: _____

Ted Rolfs
Secretary