

**Minutes of the Personnel Committee
Tuesday, October 6, 2009**

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

Committee Members Present:

Tom Schellinger (Chair)
James Heinrich
Dave Falstad
Steve Wimmer

Peter Gundrum
Ted Rolfs (arrived at 1:13 p.m.)

Absent:
Paul Decker

Present:

Chief of Staff Mark Mader
Corporation Counsel Tom Farley
Chief of Staff Allison Bussler
Employment Services Manager Sue Zastrow
Senior Financial Analyst Clara Daniels
Budget Manager Keith Swartz

County Board Chair Jim Dwyer
Financial Analyst Kim Ho
County Clerk Kathy Nickolaus
Child Support Managing Attorney Linda Saafir
Senior Financial Analyst Bill Duckwitz
Office Services Coordinator Windy Jicha

Approve Minutes of September 15, 2009

MOTION: Heinrich moved, Wimmer second, to approve the minutes of September 15, 2009. Motion carried 5-0.

Schedule Next Meeting Dates

- Tuesday, October 20 at 1:00 p.m.

Executive Committee Report of 9-17, 9-21 & 10-5

Mader advised the following issues were discussed at the Executive Committee meeting on October 5, 2009:

- 2010 operating budgets for CDBG, UW-Extension, WCFLS, nondepartmental budget.
- Approval of the capital plan (Resolution 164-R-005).

Discuss and Consider 2010 Operating Budgets for the Following Departments:

County Clerk

Nickolaus said fund balance is used every other year in the County Clerk's budget to level off the costs of election and non-election years. Presidential and gubernatorial elections generate the same amount of work but expenses differ. The County Clerk's office is no longer sharing a position with the Treasurer's Office. Funding from that partial position was put to better use in temporary extra help. Budget revenues are anticipated to be less in 2009 due to the reduction in the number of marriage licenses and passports issued. The office started issuing domestic partnerships due to a recent change in the law. The County Clerk's Office keeps a larger percentage of the licensing costs for domestic partnerships than marriage licenses.

Heinrich said on page 393 of the budget book, "domestic partnerships" should be added to the program description. Nickolaus agreed to make the change.

Rolfs arrived at 1:13 p.m.

MOTION: Heinrich moved, Falstad second to approve the County Clerk 2010 operating budget. Motion carried 6-0.

County Board

Dwyer and Jicha presented the County Board 2010 operating budget. Jicha reviewed the personnel costs, operating expenses, interdepartmental charges and program highlights for the Legislative Support, County Board and Committee Operations and Internal Audit Programs. In 2008 county board staff began providing support for the CJCC coordinator when she moved into the County Board Office.

Heinrich asked if the County Board receives cross charges for providing support to the CJCC? Swartz said the budget department will only issue cross charges if there is outside funding otherwise it does not make sense to move tax levy from one department to another.

MOTION: Wimmer moved, Heinrich second, to approve the County Board 2010 operating budget.
Motion carried 6-0.

County Executive

Bussler said the County Executive's Office manages the day-to-day operations of Waukesha County government, introduces an annual budget, handles the county's public relations, produces the County Executive's Award Luncheon and oversees many boards and commissions. The county executive hires and manages eight department heads. Bussler reviewed the strategic outcomes and objectives as outlined on page 379 of the budget book.

Heinrich asked that since Bussler has been working as both the county executive chief of staff and interim director of public works, do the budgets reflect a movement in salary? Bussler said the public works budget is benefiting from Bussler's dual job duties at this time. An adjustment will be made to the 2009 budgets by the end of the year to reflect the shared position and the 2010 budget will reflect two separate positions.

MOTION: Falstad moved, Heinrich second, to approve the County Executive 2010 operating budget.
Motion carried 6-0

Corporation Counsel

Saafir explained that the 2005 Deficit Reductions Act, which ended the federal match of state incentive funds, changed with the passage of the American Recovery Reinvestment Act (ARRA) in February 2009. In response to the current recession, the federal government decided to reinvest in the child support program as one of the ways to stimulate the economy. Therefore, with the passage of the ARRA, federal matching funds are again available for incentive funds spent between October 1, 2008 and September 20, 2010. The State of Wisconsin allocated GPR in 2008 and 2009 to address part of the revenue gap created by the federal 2005 Deficit Reduction Act. In 2009, the department budgeted \$154,751 of GPR. The department received half of the budgeted amount which was counted toward the performance matching fund. The department will not receive additional state GPR in 2009 because they will be able to match incentive funding due to the passage of ARRA. In 2010, the department is budgeting \$34,939 as ARRA carry over, which is one-time, matchable revenue which will provide the department with \$102,762 of expenditure authority. The department is also budgeting \$328,941 of matchable performance money which will provide \$967,474 of expenditure authority. Effective October 1, 2009, Medical Support Liability (MSL) collections and incentives will be changed in distribution hierarchy for tax intercept purposes. The hierarchy change results in all family-owed obligations being paid before state-owed obligations. The department estimates that this will result in \$38,536 or 41% reduction in MSL revenue for 2010.

Saafir distributed and reviewed FFY 2008-2009 child support performance measures which include the following rates: court orders, paternity establishments, current support collections and arrearage

collections. Farley explained how Child Support Program funding is computed. Federal money is not given to the county for free. County money must be contributed in order to receive federal funding. Rolfs expressed confusion about the wide budget swings in the programs budgets. Farley said he would investigate the issue and provide an answer at a later date.

Farley reviewed the 2010 Corporation Counsel operating budget as outlined on page 439 of the budget book including revenues, expenses, tax levy and positions summary. Interdepartmental charges increase 2.3% due to the escalation of legal support services such as guardianships, CHIPS petitions, TPRs, etc. for the HHS Department. General fund balance of \$15k is being utilized in 2010 to help fund collective bargaining, arbitration and legal service cost increases.

Falstad asked if the salaries of the attorneys in the Corporation Counsel's office compare with those in the District Attorney's office. Farley said over the last few years, the compensation levels have become comparable.

MOTION: Heinrich moved, Falstad second, to approve the Corporation Counsel 2010 operating budget. Motion carried 6-0.

Draft Ordinance (Preliminary Discussion): Create New and Abolish Existing Positions, Reclassify Positions, Approve Equity Adjustments, Transfer Positions to Health & Human Services, Retitle Positions, and Remove Sunset Provision from Positions

Zastrow reviewed the draft ordinance.

Table 1 – Create and Abolish Positions – Four HHS positions will be created by this ordinance due to the receipt of grant funding, extra work and higher need. The creation of 1.5 FTE in the Sheriff's Department will support the prisoner transport corridor when it is completed. Three Building Service Worker I positions will be abolished as the work is moved to contract staff. Administration has requested the abolishment of one Clerk I, the position is vacant.

Table II – Reclassifications – Circuit Court Services requested the reclassification of a Clerk Typist I/II to a Clerk Typist II to better define the responsibilities of this position. Public Works requested the reclassification of a Building Service Worker II to a Maintenance Mechanic I to allow the position to handle routine maintenance duties.

Table III Equity Adjustments – Every year 20% to 25% of county positions are evaluated for such things as knowledge and responsibility with the HAY System. The equity adjustments reflect that the jobs have changed and warrant new classification. There is no immediate, additional cost to the county when the equity adjustments are made.

Gundrum asked is the policy for equity adjustments county board or department driven? How do supervisors change the policy? Zastrow said this section of the policies and procedures was established by the county board. She said she would provide Gundrum with a copy of the policy. Zastrow said before this policy was put in place, there was no regularly scheduled review of positions and there would be huge fiscal impacts after a positions review. The annual review of the positions is similar to road maintenance. A small chunk is done every year with a small amount of impact annually.

Schellinger asked if before this annual review took place, if employees were leaving the county due to the inequities? Zastrow said people were leaving the county. The reviews are also done to keep positions competitive.

Heinrich asked if the HAY study makes comparisons to other municipal and county government positions? Does HAY review the entire salary package or just the salary? Zastrow said the HAY system evaluates jobs giving point totals based on job knowledge, problem solving and accountability. It simply assigns points and not a salary. The county compares the HAY points to a wage scale and assigns a wage. The wage evaluation system groups together jobs according to the point totals assigned to them.

Falstad asked if the HAY study factors in market place comparables? Zastrow said surveys are reviewed to determine comparability. Market place comparisons were done when the ranges were established. Heinrich asked are benefits factored into the comparables? Zastrow said survey data from a lot of different types of employers is reviewed and the process is very complicated.

Table IV – Title Changes – This section refers to the transfer of positions from the Veterans’ Services Department and ADRC to the Department of Health and Human Services.

The committee did not request any appearances by department heads at the October 20, 2009 Personnel Committee meeting for further discussion of this ordinance.

Future Agenda Items

- Review 2009 Job specifications
- Gundrum will not be at the October 20, 2009 Personnel Committee meeting.

MOTION: Rolfs moved, Heinrich second, to adjourn the meeting at 3:09 p.m. Motion carried 6-0.

Respectfully submitted,

Ted Rolfs
Secretary