

## **Minutes of the Personnel Committee**

**Tuesday, May 18, 2010**

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

**Present:** Supervisors Duane Paulson (Chair), Kathy Chiaverotti, Pete Gundrum, Jim Heinrich, Steve Wimmer, and Gilbert Yerke. Wimmer left the meeting at 1:23 p.m. and returned at 2:30 p.m.

**Absent:** Paul Decker.

**Also Present:** Chief of Staff Mark Mader, Senior Financial Analyst Bill Duckwitz, Administration Director Norm Cummings, County Clerk Kathy Nickolaus, Senior Human Resources Analyst Renee Gage, and Labor Relations Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

### **Schedule Next Meeting Dates**

- June 15<sup>th</sup>

### **Chair's Executive Committee Report of 5-17-10**

Paulson highlighted the last Executive Committee meeting.

- Supervisor Brandtjen was elected secretary (Haukohl is vice chair).
- Mader reviewed the committee's duties and responsibilities as outlined in the County Code.
- Discussed and approved various ordinances and appointments.
- Discussed and approved the scope for the Public Works Central Fleet internal audit.

### **Committee Welcome and Opening Remarks by Chair Paulson**

Paulson asked supervisors to turn off cell phones or put them on vibrate mode while meetings are in session. If a supervisor needs to take a phone call during a meeting it should be taken in the hallway or one of the back rooms. Supervisors who want to talk to presenters after a discussion has ended should wait until after a meeting is adjourned and not leave the room while in session. For quorum purposes, he said it is important that supervisors contact him or Mary Pedersen in the County Board office if they will be late or cannot attend a meeting.

### **Nomination and Election of Vice Chair and Secretary**

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

MOTION: Gundrum moved, second by Wimmer to elect Yerke as secretary. Motion carried 6-0.

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

Mader discussed attributes of good committee members and that they are respectful, patient, and they ask probing questions. They review information with diligence, especially those ordinances referred by the Personnel Committee. They are able to explain why particular actions were taken on the board floor and are able to look at an issue from both sides. Open meetings guidelines need to be followed closely. Mader noted that all meetings are recorded and are subject to open meetings laws.

The Personnel Committee oversees the offices of the County Board, County Executive, Corporation Counsel, County Clerk, the Sheriff's Grievance Committee, and the Sheriff's Civil Service Commission. They recommend countywide personnel policies and any revisions to the County Board. They make recommendations to standing committees and the County Executive on all personnel matters. They also review classification specifications and any revisions. They establish parameters for employee salaries, benefits, etc., sometimes in closed session. Mader said closed sessions must remain confidential and cannot be talked about to anyone, including other County Board members.

Wimmer left the meeting at 1:23 p.m.

### **Review Most Recent Revisions to Waukesha County's Policies and Procedures**

The committee received revisions to the County's policies and procedures pertaining to information security, leaves of absences, salary administration, terminations, and travel expenses. No objections or concerns were voiced.

### **Review and Accept the 2009 Annual Report of the County Clerk's Office**

Nickolaus reviewed her 2009 annual report which included data and statistics pertaining to marriage licenses, domestic partnerships, passports, elections, dog licenses, etc.

MOTION: Heinrich moved, second by Yerke to accept the 2009 annual report of the County Clerk's Office. Motion carried 5-0.

### **Educational Overview of the County Clerk's Office**

Nickolaus said she is the secretary to the County Board, the keeper of a multitude of records, handles all election work, marriage licenses and domestic partnerships, passports, vehicle titling, etc. Besides herself, the County Clerk's Office employs three full-time staff, including one deputy, and also one temporary staff member.

### **Educational Overview of the Human Resources Division**

Richter advised the Human Resources Division is part of the Department of Administration. There are 12 employees in Human Resources and about 1,400 employees countywide. Seven collective bargaining units cover about 950 employees and there are about 450 non-represented employees. Richter said he and his staff work closely with all County departments in managing the workforce. Functions of the division include Employment Services (the "front door," recruitment and hiring, employee evaluations, Family Medical Leave, etc.), Employee Benefits (health insurance and other benefit programs, etc.), Employee Training (clerical programs, computer skills, management training, etc.) and Labor Relations (collective bargaining, contract negotiations, contract administration, grievances, etc.). The Health Advancement Program is relatively new to employees and is aimed at prevention with a goal of reducing health insurance costs. To answer Yerke's questions, Richter said the County has been self-insured since the 1970's and United Healthcare is our current third party administrator.

### **Ordinance 165-O-011: Establish Salaries for Sheriff, Clerk of Courts, and County Executive for 2011-2014**

MOTION: Heinrich moved, second by Gundrum to approve Ordinance 165-O-011.

Richter, Cummings, and Gage were present to discuss this ordinance as outlined. Gage distributed information on across-the-board increases for Waukesha County elected officials from 2007 through 2011, and 2010 salaries for the Sheriff, Clerk of Courts, and County Executive in counties with populations over 100,000. Richter reviewed these handouts as outlined.

Wimmer returned at 2:30 p.m.

This ordinance involves increasing the salaries for the Waukesha County Clerk of Courts, Sheriff, and County Executive for the 2011-2014 term 1%, 2%, 2%, and 2%, respectively. Richter said this is consistent with other counties and other County employees. Also consistent with other County employees, elected officials are now paying more in health care costs due to modifications that were made to the health insurance plan. Cummings said the proposed salary increases result in a total four-year cost of about \$21,000.

Also, effective in 2011, these three elected positions will contribute 1% of their wages toward the employee's share into the Wisconsin Retirement System. This policy was adopted in 2007 by the County Board and affects all newly hired non-represented employees. Cummings said this equates to an approximate 1.5% salary increase each year over the four-year period.

This ordinance was discussed at length. Gundrum suggested amending the ordinance so these three elected positions would receive 1%, 1.5%, 1.5%, and 1.5% for 2011-2014, respectively. Yerke said he would support Gundrum's proposal. Heinrich did not support it, however, and said with the contributions to the retirement fund, the salary increases are actually less. This has a compounding effect as well and as the salary increases, so does the contribution. Gundrum said, however, they are not losing that money. Paulson felt the salary increases were reasonable.

The original motion to approve the ordinance carried 4-2. Gundrum and Yerke voted no.

### **Closed Session**

MOTION: Heinrich moved, second by Wimmer to go into closed session at 3:09 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 6-0.

MOTION: Gundrum moved, second by Wimmer to return to open session at 4:06 p.m. Motion carried 6-0.

MOTION: Yerke moved, second by Heinrich to adjourn at 4:06 p.m. Motion carried 6-0.

Respectfully submitted,

Gilbert W. Yerke  
Secretary