

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee Tuesday, April 20, 2021

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

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

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Accounting Services Coordinator Lisa Davis, Senior Financial Analyst Stephanie Kirby, Budget Manager Bill Duckwitz, County Board Chair Paul Decker, Principal Risk Management Analyst Mark Jatczak, Human Resources Manager Renee Gage, and Principal Human Resources Analyst Whitney Ruiz.

Approve Minutes of February 16, 2021

MOTION: Paulson moved, second by Walz to approve the minutes of February 16. Motion carried 7-0.

Next Meeting Date

- May 18, 2021

Executive Committee Report of March 15 and April 19, 2021

Zimmermann said at the March 15 meeting, the committee approved an ordinance and three appointments and heard an update on information technology. At the April 19 meeting, they approved the legal advertising contract and several appointments, heard a presentation on controlling specialty prescription costs for Waukesha County, an update on County Board Office communications, and toured the Courts Tower.

Discuss and Consider 176-O-009 Create 1.00 FTE Senior Financial Analyst Position And Abolish 1.00 FTE Office Services Coordinator Position In The Department Of Health And Human Services

Davis discussed this ordinance and said the Health and Human Services Administration Services budget currently funds one regular, full-time Office Services Coordinator position, Open Range 8 (\$25.15/hour minimum, \$29.21/hour mid-point, \$33.27/hour maximum). This ordinance requests the abolishment of the Office Services Coordinator position upon retirement and vacancy of the position and the creation of one regular, full-time Senior Financial Analyst position, Open Range 14 (\$33.71/hour minimum, \$39.14/hour mid-point, \$44.57/hour maximum).

The reason the department is requesting this change is because there will be an unexpected retirement that was not able to be planned for in the regular budget cycle and through the annual position ordinance, and there is a need for complex data analytics and greater technical skills.

The Senior Financial Analyst position has a higher salary range than the Office Services Coordinator position and the annual salary and related benefit increase (not including potential changes in employee benefit plan selection) will be approximately \$8,500. However, the partial-year 2021 salary/benefit impact will be approximately \$3,900. The department plans to absorb the increased costs within the current year's 2021 Budget through other vacancy and turnover savings of other positions. The ongoing tax levy impact of this ordinance will be the net increase in position costs (mentioned above) which the department plans to cover within its future tax levy allocations.

MOTION: Cummings moved, second by Walz to approve Ordinance 176-O-009. Motion carried 7-0.

Grant and Sunset Positions Report

Duckwitz and Kirby discussed the report titled "2021 Sunset Position Changes as of February 2021" as outlined. There are 116.5 full-time and 20.0 part-time and extra help sunset positions, 2.5 and 1.0 more than in 2020, respectively. The majority are in the Health & Human Services and Sheriff's departments. If the grant funding is reduced or eliminated, the position is reduced or eliminated accordingly.

MOTION: Cummings moved, second by Paulson to accept the grant and sunset positions report. Motion carried 7-0.

Year-End Report on Workers Compensation Claims

Jatzak discussed this report as outlined and indicated 107 Workers Compensation claims were opened in 2020 and of those, 48 were still open by year-end. The total incurred was \$1,092,018. Jatzak highlighted some of the larger claims that have opened and closed from 2016 through 2020.

MOTION: Crowley moved, second by Morris to accept the year-end report on Workers Compensation claims. Motion carried 7-0.

Annual Report on Performance Evaluations and Rewards

Gage and Ruiz were present to discuss this report as outlined. In 2020, 868 employees were eligible for non-base accumulating performance awards and of those, 821 received an award. Performance awards added to base salaries included 666 employees out of a possible 705 that were eligible. The budgeted amount for base and non-base awards was \$2,654,801 and the actual cost was \$2,441,541.

MOTION: LaFontain moved, second by Cummings to accept the annual report on performance evaluations and rewards. Motion carried 7-0.

Legislative Update

Ignatowski said the state budget process is ongoing. The Joint Finance Committee has completed agency briefings, are now doing public hearings, and executive sessions and votes will begin thereafter. He said we have held meetings with JFC co-chairs to discuss COVID-19 funding among other County issues/concerns. He went on to discuss current bills related to COVID-19 funding disbursement protocols by the legislature that will likely be vetoed by the Governor. Also, Annette Ziegler was named Chief Justice of the Supreme Court.

MOTION: Crowley moved, second by Morris to adjourn at 2:00 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

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Secretary