

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee Tuesday, December 13, 2022

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

Present: Supervisors Larry Nelson, Mike Crowley, Darlene Johnson, Brian Meier, Chris Mommaerts, Terry Thieme and Jeremy Walz.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Sarah Fraley, Administrative Specialist Barbara Hollander, County Board Chair Paul Decker, District Attorney Sue Opper, District Attorney Office Manager Julie Moelter, Principal Assistant Corporation Counsel Kim Haines, Accounting Services Manager Danielle Igielski, Senior Financial Analyst Marisa Schlichting, Senior Human Resources Analyst Audrey Key, Employee Benefits Administrator Andrea Mohr, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, Senior Financial Analyst Michelle Czech, Budget Manager Bill Duckwitz, Clinical Services Manager Kirk Yauchler, and Environmental Health Supervisor Skylar Behm and Business Services Manager Lyndsay Johnson.

Approve Minutes of October 18

MOTION: Thieme moved, second by Johnson to approve the minutes of October 18. Motion carried 7-0

Next Meeting Date

- January 17

Executive Committee Report of November 14 and December 12

Nelson reported the committee heard a presentation from Baker Tilly related to the upcoming internal audits, discussed County Board Strategic plan, and approved appointments.

Announcements

Reminder that the December Board Meeting starts at 6:00 pm, followed by the County Board Holiday Party. Reminder to get all expense sheets turned in by the December Board Meeting.

Future Agenda Items

Update on capital project to replace personnel software system (Highline)

Legislative Update

Fraley reported that she was in Madison recently and met with the newly elected leadership. Committee assignments will be taking place soon.

Discuss and Consider Ordinance 177-O-080 Modify the 2023 District Attorney's Budget to Create a 0.50 FTE Senior Administrative Specialist Position and Transfer Personnel Appropriations to Interdepartmental to Fund a Pilot Project with Corporation Counsel for a Shared Financial Analyst
Opper, Moelter and Haines presented that this ordinance proposes a restructuring in the District Attorney's office due to a retirement. The funds from that position will be split to share the Corporation Counsel Financial Analyst 10 hours per week (DA) to help with the budget process and

grant monitoring, a part-time administrative specialist to work on digital intake of referrals, and a temporary employee to help monitor jail phone calls.

MOTION: Walz moved, second by Johnson to approve Ordinance 177-O-080. Motion carried 7-0

Discuss and Consider Ordinance 177-O-084 Authorize the Waukesha County Department of Administration to Accept United States Department of Treasury American Rescue Plan Act – Local Assistance and Tribal Consistency Fund Grant Funding

Igielski and Schlichting presented that this ordinance allows Waukesha County Department of Administration to accept \$100,000 from the American Rescue Plan Act (ARPA) – Local Assistance and Tribal Consistency Funds program. The department intends to use the 2022 allocation of \$50,000 to partially offset the need for Contingency Funds use in the County Clerk's Office budget to cover the above budget election ballot costs. The remaining 2023 allocation of \$50,000 will be applied to areas similarly experiencing increasing costs.

MOTION: Crowley moved, second by Meier to approve Ordinance 177-O-084. Motion carried 7-0

Discuss and Consider Revised Classification Specification of Environmental Health Specialist

Key and Gage presented the revision to the Training and Experience portion of the Environmental Health Specialist Specification to require an Associate's Degree from a recognized college or university in bacteriology, biology, microbiology, chemistry, environmental health and waste water technology, or related sciences. The language regarding two (2) years of post high school education, two (2) years of laboratory work experience or a Bachelor's Degree is eliminated.

MOTION: Crowley moved, second by Walz to approve revised classification specification of Environmental Health Specialist. Motion carried 7-0


Discuss and Consider Ordinance 177-O-085 Approve 2023 Salary Range Adjustments to the 2022 Non-Represented, Seasonal, and Temporary Salary Ranges, and Create New Pay Policies for Registered Nurses

Durr, Mohr and Gage presented that this ordinance is for a salary range adjustment of 3% to be applied to the non-represented, seasonal, and temporary salary ranges. It also provides for a new pay policy that allows Registered Nurses, when assigned to work 12-hour shifts, to be paid at a higher alternate rate, and the first-shift Saturday and Sunday shift premium for Registered Nurses assigned to the Mental Health Center Inpatient Unit be increased.

MOTION: Thieme moved, second by Johnson to approve Ordinance 177-O-085. Motion carried 7-0

MOTION: Walz moved, second by Crowley to adjourn at 2:19 p.m. Motion carried 7-0

Respectfully submitted,



Jeremy Walz
Secretary - Human Resources Committee