

## Waukesha County Board of Supervisors

### Minutes of the Human Resources Committee Tuesday, June 15, 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, Accounting Services Coordinator Lisa Davis, Business Application Support Administrator Sandra Masker, Information Technology Manager Lance Spranger, Administrative Specialist Mary Pedersen, Clerk of Courts Monica Paz, Human Resources Manager Renee Gage, Senior Human Resources Analysts Jane Barwick and Natalie Durr, Principal Human Resources Analyst Whitney Ruiz, County Board Chair Paul Decker, and Employee Benefits Administrator Andrea Mohr.

#### **Approve Minutes of April 20, 2021**

MOTION: Morris moved, second by Crowley to approve the minutes of April 20. Motion carried 7-0.

#### **Next Meeting Date**

- July 20, 2021

#### **Executive Committee Report of May 17 & June 14**

Zimmermann said at the May 17 meeting, the committee heard an update on Waukesha County's Center for Growth and approved two ordinances and one appointment and at the June 14 meeting they approved two ordinances and six appointments.

#### **Discuss and Consider 176-O-035 Create 2.00 Regular Full Time Principal Information Technology Professional Positions And Abolish 2.00 Regular Full Time Senior Information Technology Professional Positions In The Department Of Health And Human Service**

Davis, Spranger, and Masker were present to discuss this ordinance. The Department of Health and Human Services Administrative Services budget currently includes three regular, full-time Senior Information Technology Professional positions, Open Range 15 (\$35.40/hour minimum, \$41.11/hour mid-point, \$46.81/hour maximum). This ordinance requests the abolishment of two of the three Senior Information Technology Professional positions: one position that is vacant and another upon vacancy during the summer of 2021. The third Senior Information Technology Professional position at its current classification will be retained. The ordinance also replaces these abolished positions by authorizing the creation of two regular, full-time Principal Information Technology Professional positions, Open Range 18 (\$40.97/hour minimum, \$49.98/ hour mid-point, \$58.99/hour maximum).

Davis said the partial-year impact of this change is expected to result in \$6,300 of lower costs (not including potential changes in employee benefit plan selection) due to one of the previous employees having been near the top of their salary range and no modification to the 2021 budget is being requested. This position change will eventually result in higher overall position costs because the Principal Information Technology Professional positions have a higher salary range than the Senior Information Technology Professional positions. The department plans to cover this ongoing tax levy impact within its future tax levy allocations. Masker distributed copies of the new organizational chart.

MOTION: Morris moved, second by Walz to approve Ordinance 176-O-035. Motion carried 7-0.

#### **Revise Class Specification for Clerk of Juvenile Court**

Gage, Barwick, and Paz discussed the revised classification specification for the Clerk of Juvenile Court as outlined. Staff are proposing that the 2-year supervisory experience requirement be eliminated.

MOTION: Cummings moved, second by LaFontain to approve the revised classification specification for the Clerk of Juvenile Court. Motion carried 7-0.

#### **Status Report on the Hiring of Relatives of Current Employees**

Gage reviewed the report titled "Relative Hire Report July 2020-July 2021" as outlined which included information on the requesting department, position, date of hire, the relative's department, and relationship.

MOTION: Paulson moved, second by Crowley to accept the status report on the hiring of relatives. Motion carried 7-0.

#### **Waukesha Employee Health & Wellness Center Year Six Utilization & ROI update**

Gage and Mohr discussed this report for January 1, 2020-December 31, 2020 which included information on aggregate participation, visit details, COVID-19 impact, post-visit surveys, estimated employee out-of-pocket savings, expenses and cost avoidance; and top 10 diagnoses, prescriptions, and lab work.

MOTION: Paulson moved, second by LaFontain to accept the 2020 report on the Waukesha Employee Health & Wellness Center. Motion carried 7-0.

#### **Closed Session**

MOTION: Walz moved, second by Cummings to go into closed session at 1:55 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Waukesha Deputy Sheriff Labor Union and to approve closed session minutes of February 16, 2021. Motion carried 7-0.

MOTION: Walz moved, second by Morris to return to open session at 2:15 p.m. Motion carried 7-0.

**Legislative Update**

Spaeth gave an update on the state budget process, redistricting, proposed legislation, and state funding for the County.

MOTION: Paulson moved, second by Walz to adjourn at 2:20 p.m. Motion carried 7-0.

Respectfully submitted,

*Kathleen M. Cummings*

Kathleen M. Cummings  
Secretary