

Minutes of the Human Resources Committee

Tuesday, September 19, 2017

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

Present: Supervisors Larry Nelson, Jim Batzko, Mike Crowley, Jennifer Grant, Tom Michalski, Bill Mitchell, and Jeremy Walz.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Principal Risk Management Analyst Mark Jatzak, Accounting Services Manager Larry Dahl, Information Technology Manager Mike Biagioli, Budget Management Specialist Bill Duckwitz, and Human Resources Manager Jim Richter. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of July 18

MOTION: Batzko moved, second by Walz to approve the minutes of July 18. Motion carried 7-0.

Chair's Executive Committee Report of 7-17, 9-11 & 9-18

Nelson highlighted the last three Executive Committee meetings. The last two meetings primarily focused on capital projects but they also approved appointments and scopes for the Parks and Land Use Department and the Department of Administration tax listing audits, and heard reports from Chair Paul Decker on the regional council groups of which he serves.

Schedule Next Meeting Date

- October 3

Review Capital Project 201812 (pg. 46): IntelliTime Dynamic Scheduling

Biagioli and Dahl discussed this project which involves reviewing a Proof of Concept (POC) with the IntelliTime Dynamic Scheduling Module to address current staff scheduling business practices. This will involve the Clerk of Courts, Jail Division, and Health & Human Services/Mental Health Center. These departments currently use a combination of Excel spreadsheets and/or outdated software applications to collect data to manage and schedule staff resources on a 24/7 basis. Current scheduling processes are outdated, having many restrictions and inefficiencies and while these applications remain operational, they require intensive staff time. The current vendor has notified the Jail Division it plans to discontinue all levels of support for their scheduling module, having shifted development resources to a new Cloud and Enterprise platform. Purchasing the additional Dynamic Scheduling Module licenses would only occur if the POCs show clear return on investment (ROI) and meets the business needs for the departments. The annual software license cost for an estimated 365 employees is \$55,000 for the first year.

Mitchell felt it was important to ensure this is done in a timely manner, and that a timeline by the vendor, upgrades, performance markers, length of support, etc. be included in the contract. In addition, if the County is testing their product, then the County should receive some credit. Michalski felt performance goals need to be clearly written as their definition of reasonable is arguable. Will they have to meet hard numbers? Dahl said these could be identified and included in the POC.

MOTION: Mitchell moved, second by Michalski to recommend approval of Capital Project 201812 taking into consideration Mitchell and Michalski's concerns. Motion carried 7-0.

Review Capital Project 201617 (pg. 45): Human Resources Information System (HRIS)/Payroll System Implementation

Richter and Biagioli discussed this project which addresses the procurement and replacement of the human resource information system (HRIS) and payroll system implemented in 2004. Based on a 2016 study in the first year of this project, it has been determined that the current system is near the end of its life cycle. The current vendor is no longer providing enhancements which does not provide the opportunity to create efficiencies and effective workflows and processes nor will it enable the County to meet its regulatory reporting requirements. The second year of the project funds the services of a consultant to assist in the assessment and selection of the appropriate software vendor. Project funds in the second year are also budgeted to begin implementation after vendor selection. The new system will allow for process improvements in multiple areas, result in more cost effective software delivery by using cloud based systems, and replace functionality that is now done through a variety of manual tasks. This project will also transition payroll and HR information systems from self-hosted applications to a cloud-based solution, freeing up internal IT resources and eliminating the server infrastructure environment supporting the current in-house systems. Ongoing annual maintenance costs for the new vendor selected in through the RFP process will be \$189,000. These new costs are expected to be partially offset by savings from discontinuing use of the current payroll system (\$125,000 in annual maintenance fees) and from operating efficiencies.

MOTION: Crowley moved, second by Michalski to recommend approval of Capital Project 201617. Motion carried 7-0.

Six-Month Report on Workers Compensation Claims

Jatzak reviewed the Workers Compensation report as outlined. During the first six months of 2017, 43 claims were opened and of those, 28 remained open at the end of six months. The total incurred was \$527,489. Since 2013, 425 claims have opened, 59 remained open, and a total of \$4,152,336 was incurred. Jatzak highlighted the larger claims that have opened and closed.

MOTION: Batzko moved, second by Walz to accept the six-month report on Workers Compensation claims. Motion carried 7-0.

Ordinance 172-O-039: Establish Employee Retention/Severance Policy

Richter discussed this annual ordinance as outlined. In the course of developing the proposed budget for any given year, positions may be abolished, or funding reduced (most are typically vacant) for various departments. This ordinance authorizes a benefit policy for County employees that may be laid off in 2018 or thereafter. It does not cover employees who terminate their employment voluntarily prior to their layoff, or who accept employment in another County position or who decline such employment. Currently, there are no layoffs planned for 2018 that would activate this policy. The 2018 County Executive's budget includes \$40,000 for retention/severance, subject to review and approval by County Board committees and the full Board. Future Non-Departmental budget proposals will include estimates for the impact of this policy based on anticipated staffing changes. Any costs related to the tuition assistance benefit will be absorbed in the Human Resources Division budget.

Under the proposed retention/severance program, regular full-time employees will be eligible for a severance payment as follows: less than three years of services – three weeks of pay; three years of service but less than ten years – 6 weeks of pay; and more than ten years – nine weeks of pay.

Regular part-time employees will be eligible for half the above benefits. In addition, regular full-time and part-time employees would be eligible for up to four months of the County contribution toward the health plan they are enrolled in at the time of termination. Terminated employees would also be eligible to participate in the Tuition Assistance Program for one year after being laid off.

Richter said the wording of this ordinance will allow this to become an ongoing policy instead of an ordinance. An ordinance would only come forward in the future if there were changes. He noted there have been no changes to this policy in 12 years. Nelson shared Supervisor Paulson's concern that this ordinance is an annual reminder for supervisors as to what the policy entails, particularly for new supervisors. After further discussion, a consensus of the committee agreed this would become an ongoing policy and only come forward as an ordinance when there are changes.

Answering Michalski's question, Richter said the industry standard is one week severance per year of service although there are more generous and less generous programs.

MOTION: Grant moved, second by Michalski to approve Ordinance 172-O-039. Motion carried 7-0.

Closed Session

MOTION: Walz moved, second by Crowley to go into closed session at 2:23 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 Wisconsin Professional Police Association (WPPA) Union, and to approve closed session minutes of previous meeting(s). Motion carried 7-0.

MOTION: Batzko moved, second by Walz to return to open session at 3:11 p.m. Motion carried 7-0.

State Legislative Update

Spaeth said the assembly approved the State budget with five republican "no's" including County representatives Brandtjen, Allen, and Sanfelippo. Concerns about no funding for the I-94 project and the delay of the zoo interchange (north leg) were some of the reasoning. The senate also passed the budget with one republican "no" vote. The governor's budget and the Joint Finance Committee's (JFC) versions were largely the same with small increases in general transportation aids. However, the JFC did take some funding from the Local Road Improvement program and put it into the Bridge Improvement program. They supported the governor's recommendation about eliminating the state prevailing wage. Spaeth discussed disappointments related to the federal swap bill but the governor has indicated a possible partial veto giving the DOT administration authority. Some personal property taxes were removed and they made local governments whole by adding \$74 million in TPR. They eliminated local governments' ability to use eminent domain to extend recreation trails. Spaeth indicated the Wisconsin Counties Association (WCA) lobbying day is approaching and any supervisors interested in attending should let her know.

MOTION: Michalski moved, second by Walz to adjourn at 3:16 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary