

## **Minutes of the Human Resources Committee**

**Tuesday, December 10, 2019**

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

**Present:** Supervisors Larry Nelson, Jeremy Walz, Mike Crowley, Joel Gaughan, Tom Michalski, Bill Mitchell, and Ted Wysocki.

**Also Present:** Chief of Staff Mark Mader, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, Employee Benefits Administrator Andrea Mohr, Clinical Services Manager Joan Sternweis, and Accounting Services Manager Danielle Igielski.

### **Approve Minutes of October 15**

MOTION: Mitchell moved, second by Walz to approve the minutes of October 15. Motion carried 7-0.

### **Chair's Executive Committee Report of November 18**

Nelson said the Executive Committee heard an update on the Miller Park District and approved three appointments. He also advised of the County Board Office's plan in the event of an active shooter situation.

### **Schedule Next Meeting Date**

- January 21

### **Review Correspondence**

Mader advised of a fund transfer request by the County Clerk's Office to transfer \$18,000 from available funding in operating expenses to personnel expenses due to higher than budgeted personnel costs.

### **Future Agenda Items**

- Salaries and Benefits Relative to Past Percentages as a Share of Budget and Levy Limit Cost Pressures

### **Review and Approve New Classification Specification for Collections Supervisor**

Gage and Durr reviewed the characteristic duties and responsibilities and qualifications needed for the newly created position of Collections Supervisor as outlined in the class spec.

MOTION: Crowley moved, second by Walz to approve the new class spec for Collections Supervisor. Motion carried 7-0.

### **Ordinance 174-O-080: Approve 2020 Salary And Benefit Modifications For Non-Represented Employees And Allow Access For Retirees To The Waukesha Employee Health And Wellness Center As Part Of A Pilot Program**

Gage and Mohr discussed this ordinance as outlined which authorizes a 2.0% across-the-board wage increase for all non-represented 2019 salary ranges effective January 4, 2020. This would

include all employees except elected officials and those represented by a collective bargaining agreement.

The fiscal impact of these changes is illustrated below:

	2019 Wages & Benefits Base	2020 ATB Changes	2020 Wages & Benefits Base	%
Salaries	\$77,063,869	\$1,541,278	\$78,605,147	2.00%
Retirement	\$5,134,249	\$102,685	\$5,236,934	2.00%
Social Security	\$5,837,792	\$119,014	\$5,956,806	2.00%
<b>Total</b>	<b>\$88,035,910</b>	<b>\$1,762,977</b>	<b>\$89,798,887</b>	<b>2.00%</b>

This ordinance authorizes an increase of \$100, from \$650 to \$750 additional compensation per day for the Clinical Director, the Chief Psychiatrist, and other regular full time or regular part time Psychiatrists who are assigned and work on weekends and holidays. The fiscal impact of this is under \$2,000 annually.

This ordinance authorizes changes in the co-insurance percentage cost share for when tier one providers are available and not selected (from 80%/20% to 70%/30%). In addition, this ordinance increases the deductible and out of pocket maximum levels for the Choice Plus Health Insurance Plan. Based on an analysis by the County’s actuary, these changes result in approximately \$120,000 in cost savings.

This ordinance authorizes a reduction in the County contribution to employee health savings accounts when neither the employee nor the spouse complete the health risk assessment program by \$200, from \$500 to \$300. The projected fiscal impact of these health plan changes is a reduction of approximately \$20,000.

This ordinance authorizes retirees enrolled in the retiree group health insurance (pre-Medicare) plan access to the Waukesha Employee Health & Wellness Center. Retirees will pay the same co-pays as employees in the high deductible health plan. The projected fiscal impact is neutral to the County due to 2020 increases in the retiree health plan premiums.

The annual net impact of all the provisions of the ordinance is estimated at nearly \$1,625,000. About \$553,000 of this amount is funded in the 2020 Adopted Budget with non-levy sources (fees, grants, contracts, intergovernmental revenue), with the remaining approximately \$1,072,000 funded with budgeted levy.

Wysocki expressed concerns about this ordinance including a separate action for the retiree group. Gage indicated she would separate the issues in future years. Wysocki inquired about salary and budget increases relative to percentages of the County budget.

MOTION: Michalski moved, second by Gaughan to approve Ordinance 174-O-080. Motion carried 7-0.

**Ordinance 174-O-081: Approve 2020 Salaries For Seasonal And Temporary Classifications**

Gage discussed this ordinance as outlined which authorizes a 2.0% across-the-board wage increase for all seasonal and temporary 2019 salary ranges effective January 4, 2020.

The fiscal impact of these changes is illustrated below:

	2019 Wages & Benefits Base	2020 ATB Changes	2020 Wages & Benefits Base	%
Salaries	\$3,496,422	\$69,928	\$3,566,350	2.00%
Retirement	\$101,998	\$2,040	\$104,038	2.00%
Social Security	\$267,476	\$5,350	\$272,826	2.00%
<b>Total</b>	<b>\$3,865,896</b>	<b>\$77,318</b>	<b>\$3,943,214</b>	<b>2.00%</b>

This ordinance increases the bottom of the semi-skilled employee range from \$9.01 to \$10.00 and expands the top of the range from \$12.40 to \$20.00. The semi-skilled classification is currently used for a wide variety of job duties. Examples of semi-skilled temporary positions include the Sheriff's department transporting and making arrangements for sheriff vehicle servicing and the Courts use for document scanning, quality control, CCAP case management, and time management.

This ordinance creates a broader twelve step salary range in place of the current five step range allowing departments to be more competitive when hiring for these positions and allows the department of Public Works to use the classification to hire temporary laborers to assist Patrol Workers. The incumbents will be placed into the salary step that is closest to their current pay rate, but not less than their current rate.

The 2020 budget includes sufficient expenditure authority to cover these cost impacts, and no additional tax levy impact is expected.

MOTION: Wysocki moved, second by Mitchell to approve Ordinance 174-O-081. Motion carried 7-0.

MOTION: Crowley moved, second by Walz to adjourn at 2:40 p.m. Motion carried 7-0.

Respectfully submitted,

*Michael A. Crowley*

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Secretary