

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

**Tuesday, February 20, 2018**

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, Inspector Jim Gumm, Captain Patrick Esser, Business Services Manager Lyndsay Johnson, Deputy Inspector Torin Misko, Aging & Disability Resource Center (ADRC) Manager Mary Smith, Accounting Services Manager Will Emslie, Parks & Land Use Director Dale Shaver, Parks System Manager Steve Brunner, Senior Human Resources Analysts Renee Gage and Teri Henning, Human Resources Manager Jim Richter, Administration Director Norm Cummings, and Senior Financial Analysts Mark Yatchak and Clara Daniels. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of December 12**

MOTION: Mitchell moved, second by Walz to approve the minutes of December 12. Motion carried 7-0.

### **Schedule Next Meeting Date**

- March 20

### **Motion to Allow Secretary Walz to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee**

MOTION: Batzko moved, second by Michalski to allow Secretary Walz to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 7-0.

### **Chair's Executive Committee Report of January 15 and February 19**

Nelson said the Executive Committee, on January 15, approved an ordinance creating the Lake Denoon Lake District and four related appointments, and an ordinance approving additional expenditures for the Menomonee Park beach house renovation project, heard an update on cloud strategy and IT security, and heard standing committee reports by committee chairs. On February 19, the Committee heard internal audit presentations on overtime in the Sheriff's Department and a follow-up report on Public Works Highway Operations, approved three appointments and a resolution authorizing the selection and engagement of outside counsel regarding potential opioid litigation, heard standing committee reports from committee chairs, and an update on the Wisconsin Counties Association Legislative Exchange.

### **Ordinance 172-O-077: Create One Regular Full-Time Position Of Senior Information Technology Professional And Abolish One Regular Full-Time Position Of Detective**

Gumm discussed this ordinance which creates one regular full-time position of Senior Information Technology Professional (salary range \$69,742-\$92,206) and abolishes one regular full-time Detective position (salary range \$69,098-\$74,797) in the Sheriff's Department's General

Investigations Division. Gumm said this position will give the Sheriff more technical expertise in investigative computer forensics than the current Detective position.

The Detective position proposed to be abolished is vacant with a full year position budget of \$86,734. The Senior Information Technology Professional position being created is estimated at an annual cost \$81,970, resulting in a budget savings of \$4,764. The delay in filling the position will contribute additional vacancy and turnover savings for the department in 2018. This ordinance results in no additional tax levy for the 2018 budget.

MOTION: Crowley moved, second by Grant to approve Ordinance 172-O-077. Motion carried 7-0.

**Ordinance 172-O-078: Modify The Department Of Health And Human Services 2018 Budget To Create Twelve (12) Regular Full Time Sunset Positions**

Smith and Emslie were present to discuss this ordinance which creates ten regular, full-time senior Aging and Disability Resource Center (ADRC) Specialist sunset positions (salary range \$52,021-\$68,806) and two regular, full-time Benefit Specialist sunset positions (salary range \$47,195-\$62,400) in the ADRC. The 2018 budgeted contract is \$842,074 with prorated budgeted funding of \$547,538 available and transferred to personnel costs by this ordinance for these positions through year-end.

Emslie said these positions are needed as a result of the State instructing the current contracted service provider, Lutheran Social Services (LSS), in the fall of 2017 that the agency could no longer provide ADRC services as of April 28, 2018 for the ADRC program as required and necessary. Smith said LSS's new mission is to be a Medicaid provider throughout Wisconsin and they were told by the State they could not do both. A waiver and request for reconsideration was submitted and subsequently denied by the State.

The department plans to under-fill the ten Senior ADRC Specialist positions with ADRC Specialist positions with a lower salary range of (\$47,195-\$62,400). Current-year personnel costs, including salary and benefits for the twelve positions (including ten under-filled positions), and assuming a start date of April 28, 2018, are projected to be \$562,168. The additional \$14,630 not covered by the available contract funds will be offset with personnel savings from vacancy and turnover of other ADRC positions in 2018. Position costs for a full year for the under-filled ADRC Specialist positions is approximately \$831,500. If promoted to the senior level, total-year position costs is approximately \$887,300. All of the positions will be sunset based on continued State program funding. In 2019, the department plans to build the cost-to-continue increases within their budget using anticipated increases in ADRC grant funding associated with increasing caseloads and managing other related ADRC costs.

MOTION: Michalski moved, second by Walz to approve Ordinance 172-O-078. Motion carried 7-0.

**Ordinance 172-O-076: Create One Regular Full-Time Public Communications Specialist In The Department Of Parks & Land Use**

Shaver and Brunner discussed this ordinance which creates one regular full-time Public Communications Specialist (salary range \$44,928-\$59,446) in the Department of Parks and Land Use. Shaver said the position will be used to drive revenue enhancement opportunities, increase

volunteer and corporate involvement (sponsorships) in Department events, and assist in communicating programmatic information to the public, particularly via social media. The position is expected to be allocated between Parks Operations Division and the Material Recycling Facility (MRF) Fund within existing Personnel Cost appropriation units. The increase in revenues will help offset the cost of the position.

Assuming the new position is filled at the entry salary level, with a position effective date of March 1, 2018, the partial year costs are estimated at \$54,300. To manage these additional position costs, the Department will leave extra-help graduate intern positions vacant in both the Parks-General fund and MRF Fund as they become vacant and available resulting in personnel savings of \$32,318. The remaining position costs of \$21,987 will be managed within their total Parks Programs personnel budgeted costs of 3,256,523. The estimated full-year cost of this position, with benefits, is \$70,900. The department expects to fund the position within their 2019 budget resources.

MOTION: Mitchell moved, second by Michalski to approve Ordinance 172-O-076. Motion carried 7-0.

#### **Approve Public Communications Specialist Classification Specification**

Gage reviewed the new class spec for the Public Communications Specialist as outlined.

MOTION: Crowley moved, second by Walz to approve the Public Communications Specialist class spec. Motion carried 7-0.

#### **Approve Revisions to the Senior Information Technology Professional Classification Specification**

Gage reviewed the revised Senior Information Technology Professional class spec as outlined to include the new computer forensic professional in the Sheriff's Department.

MOTION: Grant moved, second by Batzko to approve revisions to the Senior Information Technology Professional class spec. Motion carried 7-0.

#### **Discuss Salaries for the Clerk of Courts, Sheriff, and County Executive**

Gage distributed copies of "2018 Salaries for Counties with Population Over 100,000" and the draft ordinance to establish salaries for the Clerk of Courts, Sheriff, and County Executive for 2019-2022. The ordinance allows for a 2% increase per year, per position. The annual cost, depending on the position, is \$1,900 to \$2,600. All three positions for all four years including social security will total around \$28,000.

Answering Grant's question, Richter said the last time this was done for other elected officials, this committee and the County Board approved 1.5% increases each year. Nelson, Crowley, Michalski, Batzko, and Mitchell spoke in support of the 2% increases. Grant supported 2% or less, depending on the position. Walz suggested 3% for the Sheriff and 1.5% for the County Executive and County Clerk. Michalski suggested year two and beyond should be based more on projected inflation. Batzko felt a discussion on salary philosophy in the next year was needed prior to deciding on future increases. A consensus agreed. After further discussion, a consensus agreed the ordinance as written – a 2% increase per position, per year – will come forward in March for further discussion and consideration.

**State Legislative Update**

In Legislative Policy Advisor Sarah Spaeth's absence, Mader gave an update on the Juvenile Corrections and the County Executive Modernization bills.

**Future Agenda Items**

- (In 2019) Discuss Benefits for Elected Officials and Philosophy for Setting Elected Officials Salary (Batzko)

MOTION: Mitchell moved, second by Walz to adjourn at 3:11 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz  
Secretary