

Waukesha County Board of Supervisors

Minutes of the Human Resources Committee Tuesday, January 25, 2022

Chair Zimmermann called the meeting to order at 6:40 p.m.

Present: Supervisors Dave Zimmermann, Duane Paulson, Jacob LaFontain, Richard Morris, and Jeremy Walz. **Absent:** Mike Crowley.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Emergency Preparedness Director Gary Bell, Emergency Management Coordinator Gail Goodchild, County Board Chair Paul Decker, and County Board Supervisor Darlene Johnson.

Approve Minutes December 14

MOTION: Walz moved, second by Paulson to approve the minutes of December 14. Motion carried 5-0.

Next Meeting Date

- February 15

Executive Committee Report of January 17

Zimmermann said the Executive Committee approved one ordinance and three appointments and heard a presentation of the Internal Control Risk Assessment Report and an update on the on 2022 Audit Plan.

Discuss and Consider Ordinance 176-O-103 Modify The 2022 Department Of Emergency Preparedness Budget To Create 1.0 FTE Programs And Projects Analyst Position And Unfund One Regular Full-Time Telecommunicator Position

Bell and Goodchild discussed this ordinance to unfund a currently vacant Telecommunicator position, Open Range 6 (\$23.27/hour minimum, \$27.03/hour mid-point, \$30.78/hour maximum) and create one Programs and Projects Analyst position, Open Range 10 (\$28.29/hour minimum, \$32.85/hour mid-point, \$37.40/hour maximum). The previous incumbent in the now-vacant Telecommunicator position was providing support to the Disaster Management division. Staff believes that nature of work is more appropriately carried out by a Programs and Projects Analyst whereby the duties and responsibilities were discussed. The reason this position was not included in the 2022 budget was because the department was unaware that the position would be vacant at the time.

The 1.00 FTE Programs and Projects Analyst position is estimated to cost \$93,150. The 1.00 FTE unfunded Telecommunicator position is currently budgeted at \$72,300. The remaining expenditure authority to fund this position will consist of a \$20,850 transfer from operating expenses to personnel expenses to cover the remaining costs. The operating accounts that are being reduced in the Communication Center's budget includes \$12,000 from telephone line expenses resulting from

receiving preferable pricing through an alternative vendor and \$8,850 from a software maintenance account, which department management anticipate will be underspent. This ordinance results in no tax levy impact.

MOTION: Paulson moved, second by Walz to approve Ordinance 176-O-103. Motion carried 5-0.

MOTION: Walz moved, second by Morris to adjourn at 6:55 p.m. Motion carried 5-0.

Respectfully submitted,

Michael A. Crowley

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Secretary