

Minutes of the Human Resources Committee

Tuesday, August 18, 2020

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

Present: Supervisors Dave Zimmermann, Duane Paulson, Mike Crowley, Bill Mitchell, Richard Morris, and Jeremy Walz. Kathleen Cummings arrived at 1:01 p.m.

Also Present: Chief of Staff Sarah Spaeth, Legislative Policy Advisor Alex Ignatowski, Principal Risk Management Analyst Mark Jatczak, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Employee Benefits Administrator Andrea Mohr, and Administrative Services Manager Randy Setzer.

Approve Minutes: June 16, 2020

MOTION: Mitchell moved, second by Morris to approve the minutes of June 16. Motion carried 6-0.

Cummings arrived at 1:01 p.m.

Executive Committee Report

Zimmermann said the committee, on July 20, heard a presentation on Waukesha County's Center for Growth and approved several appointments. On August 17, the committee reviewed the proposed scope for the IT project implementation audit and heard an update on IT projects.

Future Meeting Dates

- September 15 (Capital Projects)
- October 6, 2020 (Budget, Draft Positions Ordinance)
- October 20, 2020 (Positions Ordinance)

Six-Month Report on Workers Compensation Claims

Jatczak reviewed the report titled "Workers Compensation 2016-2020 Claims History Summary" as outlined which included information on year, number of claims open and closed, and total incurred. For the first six months of 2020, 67 claims were opened and 56 remained open as of July 1, 2020. The total incurred was \$696,325. Jatczak went on to review some of the larger claims that have opened and closed.

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

Discuss and Consider 175-O-039 Approve Vacation Payout and Additional Carryover for Public Health Staff and Other Specific Classifications Involved in COVID-19 Pandemic Response

Gage, Mohr, and Setzer were present to discuss this ordinance which allows for employees in certain classifications that were assigned to the pandemic response, who will be prevented from using the majority of their earned vacation time, to elect a one-time payout of any portion of their

unused vacation time in 2020 at 100% of hours at their regular rate of pay. The ordinance also allows an additional week of carryover of vacation time into 2021, above the one-week currently allowed (if available).

This vacation payout is eligible for Federal CARES Act reimbursement under the State of Wisconsin Department of Administration Routes to Recovery grant program. The anticipated payout is estimated to cost approximately \$150,000. The budget appropriation and related revenue for these payouts are included in a pending ordinance to accept and appropriate Routes to Recovery grant funding. This ordinance results in no tax levy impact.

MOTION: Cummings moved, second by Mitchell to approve Ordinance 175-O-039. Motion carried 7-0.

Closed Session

MOTION: Walz moved, second by Morris to go into closed session at 1:27 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 June 16, 2020. Motion carried 7-0.

MOTION: Paulson moved, second by Mitchell to return to open session at 1:43 p.m. Motion carried 7-0.

Legislative Update

Ignatowski updated the committee on the executive order and election results.

MOTION: Walz moved, second by Mitchell to adjourn at 1:48 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

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Secretary