

Minutes of the Human Resources Committee

Tuesday, October 3, 2017

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

Present: Supervisors Larry Nelson, Mike Crowley, Jim Batzko, Jennifer Grant, Tom Michalski and Bill Mitchell. Jeremy Walz arrived at 1:02 p.m.

Also Present: Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, County Clerk Kathleen Novack, Chief of Staff Shawn Lundie, Corporation Counsel Erik Weidig, Financial Analyst Kim Ho, Senior Human Resources Analyst Renee Gage, Clinical Services Manager Joan Sternweis, Administrative Services Manager Randy Setzer, Budget Manager Linda Witkowski, Human Resources Manager Jim Richter, Administration Director Norm Cummings, Citizen D. Michalski, and Senior Financial Analysts Mark Yatchak, Clara Daniels, and Steve Trimborn. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of September 19

MOTION: Mitchell moved, second by Michalski to approve the minutes of September 19. Motion carried 6-0.

Schedule Next Meeting Date

- October 17

Walz arrived at 1:02 p.m.

Executive Committee Report of October 2

Nelson said the Executive Committee, at their last meeting, approved the Bridges Federated Library System and Non-Departmental budgets and the five-year capital projects plan. Nelson advised of 2017 savings resulting from the Waukesha Employee Health & Wellness Center.

State Legislative Update

Spaeth said the governor signed the budget with several vetoes, some of which were favorable for the County. One not so favorable to the County was related to sexually violent individuals. The Joint Finance Committee made it so counties would be responsible for the placement of those individuals and they would be required to live in the county of which they resided at the time of the crime. The County had concerns with taking on this responsibility and while the governor eventually vetoed it, it has since been introduced as a separate bill. Also, a car killed deer item was vetoed meaning this will again be the responsibility of the Department of Transportation (DOT) with no funding, as the governor originally proposed. Spaeth said the County will work with the DOT on how to best administer this program. Dark store legislation is pending and she will give an update at a future meeting.

Discuss and Consider 2018 Operating Budgets for the Following Departments:

County Board

Mader and Spaeth discussed the proposed 2018 budget for the County Board Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity/workload data. Revenues, expenditures, and the County tax levy

each total \$1,068,236 – a decrease of \$2,356 or 0.2% from the adopted 2017 budget. The number of full-time equivalent (FTE) positions remains unchanged at 5.50.

Mitchell and Grant had concerns with the budget book methodology on carryover items for Internal Audit, but also in general, and asked for more clarification in the budget book.

MOTION: Mitchell moved, second by Walz to tentatively approve the 2018 operating budget for the County Board Office. Motion carried 7-0.

County Clerk

Novack discussed the proposed 2018 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activities. Revenues and expenditures total \$673,299 – an increase of \$61,919 or 10.1% from the adopted 2017 budget. The County tax levy totals \$348,810 – a decrease of \$32,000 or 8.4%. The number of FTE positions remains unchanged at 5.57. No major concerns were voiced.

MOTION: Batzko moved, second by Michalski to tentatively approve the 2018 operating budget for the County Clerk's Office. Motion carried 7-0.

County Executive

Lundie discussed the proposed 2018 budget for the County Executive's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Revenues, expenditures, and the County tax levy each total \$568,865 – a zero increase from the adopted 2017 budget. The number of FTE positions remains unchanged at 4.69. No major concerns were voiced.

MOTION: Grant moved, second by Crowley to tentatively approve the 2018 operating budget for the County Executive's Office. Motion carried 7-0.

Corporation Counsel

Weidig discussed the proposed 2018 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity/workload data. Revenues total \$2,764,700 – an increase of \$25,735 or 0.9% from the adopted 2017 budget. The County tax levy totals \$1,289,247 – a decrease or \$4,000 or 0.3%. Expenditures total \$4,053,947 – an increase of \$21,735 or 0.5%. The number of FTE positions increased 0.90 for a total of 41.65.

Grant felt 2018 operating expenses, budgeted at \$133,000, should have been reduced further. It is estimated that the office will spend about \$63,000 of the \$163,000 budgeted in 2017 and the actual amount spent in 2016 was \$45,000.

MOTION: Crowley moved, second by Michalski to tentatively approve the 2018 operating budget for the Corporation Counsel's Office. Motion carried 6-1. Grant voted no.

Draft Ordinance (Preliminary Discussion): Approve 2018 Position Changes through Creation, Abolishment, Reclassification & Equity Adjustment

Copies of the draft ordinance were distributed. Gage and Richter were present to review the proposed 11.5 FTE newly created positions and 6 FTE abolished positions, including 5 unfunded

positions which is offset by refunding a position. Also discussed was an equity adjustment for the Accounting Services Coordinator in Health & Human Services, 2 title changes, and 15 reclassifications in Administration, Health & Human Services, Parks & Land Use, Register of Deeds, and Sheriff. The total estimated net tax levy impact of this ordinance is \$255,300. This ordinance will be discussed further and considered at the October 17 Human Resources Committee meeting.

Discuss and Consider New and Revised Classification Specifications (Class Specs)

Gage and Richter reviewed proposed changes for multiple class specs. No major concerns were raised. The class specs will be considered at the October 17 Human Resources Committee meeting.

Report on the Annual Wisconsin Counties Association (WCA) Conference

Nelson and Crowley reported on the recent WCA Conference. One session was hosted by an attorney encouraging counties join a lawsuit against pharmaceutical companies asserting they knew certain opioids were more addictive than what they claimed. Others sessions were on strategic planning which was presented by Waukesha County staff and transportation funding. Crowley said he also attended the sessions on opioids and strategic planning and also one on pipelines. He indicated that Enbridge is not building any new pipelines in Wisconsin, despite popular belief.

MOTION: Grant moved, second by Mitchell to adjourn at 3:27 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary