

Waukesha County Board of Supervisors

**Minutes of the Health and Human Services Committee
Tuesday, April 27, 2021**

Chair Dondlinger called the meeting to order at 6:15 p.m.

Present: Supervisors Timothy Dondlinger, Kathleen Cummings, Jeremy Walz, Jim Batzko, Joel Gaughan, and Ted Wysocki. **Absent:** Steve Whittow.

Also Present: Chief of Staff Sarah Spaeth, Accounting Services Coordinator Lisa Davis, and County Board Supervisors Tyler Foti, Jim Heinrich, and Tom Michalski.

Ordinance 176-O-009 Create 1.00 FTE Senior Financial Analyst Position and Abolish 1.00 FTE Office Services Coordinator Position in the Department of Health and Human Services

Davis discussed this ordinance and said the Department of Health and Human Services Administration Services budget currently funds one regular, full-time Office Services Coordinator position, Open Range 8 (\$25.15/hour minimum, \$29.21/hour mid-point, \$33.27/hour maximum). This ordinance requests the abolishment of the Office Services Coordinator position upon retirement and vacancy of the position and the creation of one regular, full-time Senior Financial Analyst position, Open Range 14 (\$33.71/hour minimum, \$39.14/hour mid-point, \$44.57/hour maximum).

The reason the department is requesting this change is because there will be an unexpected retirement, that was not able to be planned for in the regular budget cycle and through the annual position ordinance, and there is a need for complex data analytics and greater technical skills.

The Senior Financial Analyst position has a higher salary range than the Office Services Coordinator position and the annual salary and related benefit increase (not including potential changes in employee benefit plan selection) will be approximately \$8,500. However, the partial-year 2021 salary/benefit impact will be approximately \$3,900. The department plans to absorb the increased costs within the current year's 2021 Budget through other vacancy and turnover savings of other positions. The ongoing tax levy impact of this ordinance will be the net increase in position costs (mentioned above) which the department plans to cover within its future tax levy allocations.

MOTION: Wysocki moved, second by Walz to approve Ordinance 176-O-009. Motion carried 6-0.

Approve Minutes of March 11, 2021

MOTION: Walz moved, second by Cummings to approve the minutes of March 11. Motion carried 6-0.

Next Meeting Date

- May 13, 2021

Executive Committee Report of March 15 & April 19, 2021

Dondlinger said at the March 15 meeting they approved an ordinance and three appointments, and heard an update on information technology. At the April 19 meeting, they approved the legal advertising contract and several appointments, heard a presentation on controlling specialty prescription costs for Waukesha County, an update on County Board Office communications, and toured the Courts Tower.

MOTION: Walz moved, second by Cummings to adjourn at 6:23 p.m. Motion carried 6-0.

Respectfully submitted,

Jeremy Walz

Jeremy Walz
Secretary