

Minutes of the Human Resources Committee

Tuesday, October 16, 2018

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

Present: Supervisors Larry Nelson, Jeremy Walz, Mike Crowley, Joel Gaughan, Tom Michalski, and Bill Mitchell. **Absent:** Ted Wysocki.

Also Present: Chief of Staff Mark Mader, Budget Management Specialist Bill Duckwitz, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Employee Benefits Administrator Andrea Mohr, Budget Manager Linda Witkowski, Accounting Services Coordinator Lisa Davis, and Senior Financial Analysts Clara Daniels and Mark Yatchak.

Approve Minutes of October 2

MOTION: Mitchell moved, second by Crowley to approve the minutes of October 2. Motion carried 6-0.

Announce Next Meeting Date

- November 20

Ordinance 173-O-054: Modify 2018 Health and Dental Insurance Fund Budget

Richter, Duckwitz, and Mohr discussed this ordinance which increases operating expense appropriations in the Health and Dental Insurance Fund budget by \$2 million to fund projected above-budget health claims, including \$1.2 million for the active employee health insurance program and \$800,000 in the retired employee health insurance program.

Projected above-budget claims for the active employee program are largely due to higher-cost individual claims for which the County receives a reimbursement from its stop loss insurance carrier for expenses above \$350,000. This ordinance appropriates \$1.1 million of estimated unbudgeted stop loss reimbursement revenues and \$100,000 of estimated above-budget prescription drug reimbursement revenues to cover the additional needed expenditure authority. (The County does not budget for stop loss reimbursement revenues due to its unpredictability.)

For the retired employee program, there are no known stop loss eligible claims contributing to above-budget costs. However, this program has relatively lower enrollment than the active employee program (89 retiree contracts versus 1,177 active contracts as of July 2018) where a smaller number of participants can lead to claims expense volatility. The retiree program is 100% funded by retirees through premiums and related revenues. Prior-year favorable results from this program exceed \$800,000 which are available as fund balance for appropriation to cover these above-budget claims expenses. Retiree premium rates will increase 10% in 2019 reflecting higher recent claims experience. Retiree premium rates have not been increased for at least the last five years while the program was generating consistent favorable results.

This ordinance is funded with projected above-budget revenues and prior-year Health Insurance Fund balance and does not result in any direct impact on tax levy.

MOTION: Michalski moved, second by Mitchell to approve Ordinance 173-O-054. Motion carried 6-0.

Ordinance 173-O-053: Approve 2019 Position Changes through Creation, Abolishment, Reclassification, Retitle, and Equity Adjustment

Richter and Gage were present to discuss this ordinance which was discussed in length at the October 2 Human Resources Committee meeting. The ordinance will create 19 full-time equivalent (FTE) newly created positions and abolish 13 FTE positions. Also, 2.5 FTE positions will be unfunded and there are five reclassifications, seven equity adjustments, and one title change.

Copies of the revised ordinance as amended were distributed. The amendment is due to a grant award which, in part, will create a full-time paralegal (sunset) position in the District Attorney's Office for the Drug/Alcohol Court Program area.

MOTION: Mitchell moved, second by Gaughan to amend the ordinance as presented. Motion carried 6-0.

MOTION: Crowley moved, second by Walz to approve Ordinance 173-O-053 as amended. Motion carried 6-0.

Discuss and Consider Revised Classification Specifications

Richter and Gage were present to discuss these class specs which were discussed in length at the October 2 Human Resources Committee meeting. Copies of the revised Circuit Court Division Coordinator position were distributed.

MOTION: Mitchell moved, second by Walz to approve the revised classification specifications as presented. Motion carried 6-0.

Discuss Philosophy for Setting Salaries for Elected Officials

Richter and Gage distributed information for the committee's review. The methodology for setting salaries for elected officials generally reflects historical across-the-board increases and comparisons with other counties within the state, especially those deemed relatively comparable.

MOTION: Crowley moved, second by Walz to adjourn at 2:05 p.m. Motion carried 6-0.

Respectfully submitted,

Michael A. Crowley

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Secretary