

Minutes of the Human Resources Committee

Tuesday, June 16, 2020

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

Present: Supervisors Dave Zimmermann, Jeremy Walz, Mike Crowley, Kathleen Cummings, Duane Paulson, Bill Mitchell, and Richard Morris.

Also Present: Legislative Policy Advisor Sarah Spaeth, Principal Risk Management Analyst Mark Jatczak, County Clerk Meg Wartman, Deputy County Clerk Kelly Yaeger, Budget Manager Bill Duckwitz, Administration Director Andy Thelke, Human Resources Manager Renee Gage, Principal Human Resources Analyst Whitney Ruiz, Employee Benefits Administrator Andrea Mohr; Senior Human Resources Analysts Audrey Key, Natalie Durr, Teri Henning, Jen Reinke, and Jane Barwick; and Outside Counsel Dan Vliet.

Executive Committee Report of May 18 and June 15

Zimmermann said at the May 18 meeting, the committee defeated three resolutions and approved two appointments and one ordinance. They agreed to extend the contract with Conley Media LLC to May 21, 2021. Peter Wolff was elected secretary of the committee and committee chairs gave reports on their respective committee meetings. At the June 15 meeting, the committee heard a presentation on County Board survey results and the County Board Office Strategic Plan Environmental Scan, approved 19 appointments, and heard a grievance appeal for a Waukesha County employee.

Future Agenda Items

- County Strategic Plan (Mitchell)

Future Meeting Date

- July 21

Committee Welcome and Opening Remarks by Chair

Zimmermann discussed the code of conduct for the Human Resources Committee and welcomed members to the committee.

Nomination and Election of Vice Chair and Secretary

MOTION: Mitchell moved, second by Morris to nominate Paulson as vice chair. Motion carried 7-0.

MOTION: Mitchell moved, second by Crowley to nominate Cummings as secretary. Motion carried 7-0.

Discuss Committee Duties and Responsibilities as Written in the County Code of Ordinances

Spaeth discussed the duties and responsibilities of the Human Resources Committee as outlined in the County Code.

Year-End Report on Workers Compensation Claims

Jatczak indicated by year-end 2019, 108 Workers Compensation claims were opened and 42 remained open at year-end, one of which was still in litigation. The total incurred was \$937,724. Jatczak went on highlight some of the larger claims that opened and closed.

MOTION: Crowley moved, second by Walz approve the Year-End Report on Workers Compensation Claims. Motion carried 7-0.

Educational Presentation on the County Clerk's Office

Wartman gave an educational presentation on the duties and responsibilities of the County Clerk's Office including data on marriage licenses and passports issued. Wartman discussed how COVID-19 impacted the spring election regarding the processing of absentee ballots and challenges they will be facing with the fall election.

Review and Accept the 2019 Annual Report of the County Clerk's Office

Wartman reviewed their 2019 annual report as outlined which included data on marriage licenses and passports issued. Revenues at year-end 2019 totaled \$176,128 which compares to \$172,551 in total revenues received in 2018. Wartman went on to discuss training initiatives, data on elections and registered voters, and the countywide election system upgrade.

MOTION: Mitchell moved, second by Cummings to accept the 2019 Annual Report of the County Clerk's Office. Motion carried 7-0.

Annual Update on Grant/Sunset Positions

Duckwitz discussed this report as outlined and indicated in 2019 there were 113 full-time and 17 part-time and extra help sunset positions and in 2020 there were 114 and 19, respectively. The majority of these positions are in the Health & Human Services and Sheriff's departments. Duckwitz explained that sunset positions are typically created via ordinance with grant funds or they are contracted and if those funds are reduced or eliminated, the position is reduced accordingly.

MOTION: Crowley moved, second by Walz to accept the annual update on grant/ sunset positions. Motion carried 7-0.

Annual Report on the Waukesha Employee Health and Wellness Center

Thelke, Gage, and Mohr were present to discuss the Health and Wellness Center 5-year report including utilization, financials and return on investment, employee experience, and initiatives. In 2019 (year 5), the County showed a cost avoidance of \$7,337,579 while clinic expenses totaled \$1,001,283 for a net savings of \$6,336,296. The County will begin evaluating options for a new clinic contract as the current agreement with Healthstat runs through 2021.

MOTION: Morris moved, second by Walz to accept the Annual Report of the Waukesha Employee Health and Wellness Center. Motion carried 7-0.

Educational Presentation on the Human Resources Office and Team

Gage and staff gave an overview of the various functions and programs within the Human Resources Division and introduced members of their team.

Annual Report on Employee Performance Evaluations and Awards

Gage and Sgarlata were present to discuss this item. For 2019, the total possible cost if everyone received maximum base and non-base awards would have been \$3,202,394. The total amount budgeted for these awards was \$2,600,247 and the actual cost was \$2,134,764. Staff went on to review aggregate evaluation ratings for the County's 1,255 employees: 0 received unacceptable ratings, 18 received needs to build, 203 received effective, 728 received commendable, and 306 received exceptional ratings. A rating of commendable or better is necessary to be considered for a performance award.

MOTION: Paulson moved, second by Cummings to accept the Annual Report on Employee Performance Evaluations and Awards. Motion carried 7-0.

Status Report on the Hiring of Relatives of Current Employees

Gage discussed the relative hire report which included information on the requesting department, new hire position, relative's department and positions, relationship, and date of hire. Gage indicated Human Resources approval of relative hires is written in the County's policies and procedures to ensure equal opportunity. There are currently three full-time positions (two in the Sheriff's Department and one in Parks & Land Use) and six temporary seasonal positions (all in Parks & Land Use).

Review and Approve Revisions to the Classification Specification for Outpatient Services Administrator

Durr reviewed proposed revisions to the class spec for the Outpatient Services Administrator as outlined.

MOTION: Crowley moved, second by Mitchell to approve the revisions to the Outpatient Services Administrator classification specification as written. Motion carried 6-1. Cummings voted no.

Review and Approve Revisions to the Classification Specification for Park Foreman

Barwick reviewed proposed revisions to the class spec for the Park Foreman as outlined. Possession of a valid driver's license was added to the class spec and that a Class A Commercial Driver's License from the State of Wisconsin was required within six months of the hire date.

MOTION: Paulson moved, second by Cummings to approve the revisions to the Park Foreman classification specification as written. Motion carried 7-0.

Legislative Update

Spaeth said the Governor announced \$200 million in CARES Act funds will be made available to local governments as grants to reimburse their unbudgeted expenditures incurred from COVID-19. Waukesha County is eligible to receive \$6.6 million.

Closed Session

MOTION: Paulson moved, second by Crowley to go into closed session at 2:51 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. Motion carried 7-0.

MOTION: Mitchell moved, second by Paulson to return to open session at 4:01 p.m. Motion carried 7-0.

MOTION: Walz moved, second by Mitchell to adjourn at 4:01 p.m. Motion carried 7-0.

Respectfully submitted,

Kathleen M. Cummings

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Secretary