

Minutes of the Human Resources Committee

Tuesday, May 21, 2019

Present: Supervisors Larry Nelson, Jeremy Walz, Joel Gaughan, Tom Michalski, Bill Mitchell, and Ted Wysocki. Wysocki left at 2:15 p.m. **Absent:** Mike Crowley.

Also Present: Chief of Staff Mark Mader, County Board Chair Paul Decker, Clerk of Courts Meg Wartman, Principal Risk Management Analyst Mark Jatczak, Budget Management Specialist Bill Duckwitz, Human Resources Manager Renee Gage, Principal Human Resources Analyst Terri Sgarlata, Senior Human Resources Analysts Teri Henning and Natalie Durr, Human Resources Analyst Jane Barwick, Administration Director Norm Cummings, and Employee Benefits Administrator Andrea Mohr.

Approve Minutes of 12-18-18

MOTION: Mitchell moved, second by Michalski to approve the minutes of December 18. Motion carried 6-0.

Schedule Next Meeting Date

- June 18

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

Wartman reviewed the 2018 annual report of the County Clerk's Office including election related information, program information, and revenues and fees collected.

MOTION: Wysocki moved, second by Gaughan to accept the 2018 Annual Report of the County Clerk's Office. Motion carried 6-0.

Year-end Report on Worker's Compensation Claims

Jatczak discussed the report titled "Workers Compensation 2014-2018 Claims History Summary" as outlined. In 2018, a total of 106 claims opened and 44 remained open at year-end. No claims were in litigation. The total incurred was \$406,381. Since 2014, 490 claims were opened, 69 remained open at year-end 2018, and the total incurred was \$4,215,330. Jatczak highlighted some of the larger claims that opened and closed in 2018.

MOTION: Michalski moved, second by Mitchell to accept the year-end report on Workers Compensation claims. Motion carried 6-0.

Annual Report on Grant/Sunset Positions

Duckwitz discussed this report as outlined titled "2019 Sunset Positions Changes as of February 2019." There are currently 113 full-time sunset positions and 17 part-time. There was an increase of 16 full-time positions since last year's report.

MOTION: Mitchell moved, second by Wysocki to accept the annual report on grant/sunset positions. Motion carried 6-0.

Annual Report on Performance Evaluations and Rewards

Gage and Sgarlata were present to discuss the report as outlined. In 2018, 894 employees were eligible for non-base accumulating performance awards and 762 received an award. The performance award added to base salaries included 653 employees out of a possible 738 that were eligible for an award. The budgeted amount for base and non-base awards was \$1,916,131 and the actual cost was \$1,956,052.

MOTION: Gaughan moved, second by Walz to accept the annual report on performance evaluations and rewards. Motion carried 6-0.

Wysocki left the meeting at 2:15 p.m.

Annual Report on the Waukesha Employee Health & Wellness Center

Gage, Cummings, and Mohr were present to discuss their report as outlined which included information and statistics on utilization, financials, return on investment, and new initiatives. The return on investment for the County showed a cost avoidance of \$5,201,083 and total clinic expenses of \$893,327 for a net of \$4,307,756 or 5.8:1. Cummings noted the savings on our health insurance plan is more than \$500,000.

MOTION: Mitchell moved, second by Walz to accept the annual report on the Waukesha Employee Health & Wellness Center. Motion carried 5-0.

Status Report on the Hiring of Relatives of Current Employees

Gage discussed this item as outlined in her report titled "Relative Hire Report – May 2018 to May 2019" which included information on requesting department, relative's department, position, relationship, and date of hire. No concerns were raised.

Chair's Executive Committee Report of 1-4, 2-18, 3-26, 4-15 & 5-20-19

Nelson reported on the above-listed Executive Committee meetings. Regarding the latter, the committee discussed and approved the follow-up report on the FMIS audit, the audit scope for the Health & Wellness Center, the legal advertising contract with the Waukesha Freeman, two appointments, and two ordinances. They also heard an update on customer service data and reviewed county board sizes and salaries.

MOTION: Michalski moved, second by Mitchell to adjourn at 3:05 p.m. Motion carried 5-0.

Respectfully submitted,

Michael A. Crowley
Secretary