

Minutes of the Human Resources Committee

Tuesday, December 12, 2017

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

Present: Supervisors Larry Nelson, Jim Batzko, Mike Crowley, Jennifer Grant, Tom Michalski, Bill Mitchell, and Jeremy Walz.

Also Present: Chief of Staff Mark Mader, The *Freeman* Reporter Cara Spoto, Human Resources Manager Jim Richter, Senior Human Resources Analysts Renee Gage and Teri Henning, and Health & Human Services Deputy Director Laura Kleber. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of October 17 and November 14

MOTION: Walz moved, second by Grant to approve the minutes of October 17 and November 14. Motion carried 7-0.

Chair's Executive Committee Report of December 11

Nelson said the Executive Committee approved one ordinance and five appointments related to creating the Lake Denoon Lake District, went into closed session regarding potential opioid litigation, and heard standing committee reports.

Schedule Next Meeting Date

- January 16

Ordinance 172-O-065: Approve 2018 Salaries For Seasonal And Temporary Classifications

Richter discussed this ordinance which establishes new wage schedules for seasonal and temporary classifications effective January 6, 2018. The 2018 estimated Countywide impact of the changes (including benefit costs) is approximately \$62,000, or about a 1.5% increase. The 2018 adopted budget includes sufficient funding for these changes. The ordinance also establishes a new position of Park Program Coordinator which is a seasonal/salaried position.

MOTION: Michalski moved, second by Mitchell to approve Ordinance 172-O-065. Motion carried 7-0.

Ordinance 172-O-066: Approve 2018 Salary And Benefit Modifications For Non-Represented Employees

Richter discussed this ordinance which authorizes a 1.5% across-the-board wage increase for all non-represented County employees, effective January 6, 2018. This would include all employees except elected officials, certain temporary and seasonal categories covered by a separate ordinance and those represented by the Wisconsin Professional Police Association.

Richter said this ordinance also authorizes changes in the cost sharing and contribution formulas for the health plans offered by the County. A third cost sharing tier will be added to both the Choice Plus Plan and the Health Savings Account Plan for cases where there is partial compliance with the

annual Health Risk Assessment. The Choice Plus Plan will add a 23% for partially compliant family plans (versus 20% for full compliance and 25% for non-compliance). The Health Savings Account Plan will add a County contribution of \$1,500 for partially compliant family plan participants and decrease the contribution for non-compliant participants from \$1,000 to \$500. The impact of these changes is estimated to be minimal.

This ordinance also authorizes non-exempt employees to accrue and use sick leave during the first six months of employment. Classifications previously covered by the AFSCME Master Unit, Association of Professional Correctional Officers and Telecommunicators labor contracts will be allowed to participate in the County sick leave enhancement credit policy. Human Resources will be allowed to approve up to ten days of vacation in the first and second year of employment, and up to five days of sick leave for newly hired non-exempt employees. This will be applied for those jobs where it is difficult to recruit and retain qualified individuals. The changes are estimated to have minimal fiscal impact.

In addition, the ordinance lists twenty-five positions to be moved into new ranges. In some cases, the new range minimum is higher than the employee's current salary and their salary will need to be adjusted accordingly. The impact of these adjustments is estimated at \$35,002.

The annual net impact of all the provisions of the ordinance is estimated at \$1,282,974. The 2018 adopted budget includes sufficient funding for these changes.

Richter advised of an error and asked that line 50 of the ordinance be amended: "effective July 1, 2018" should read "effective no later than July 1, 2018."

MOTION: Mitchell moved, second by Batzko to approve the amendment listed above. Motion carried 7-0.

MOTION: Crowley moved, second by Michalski to approve Ordinance 172-O-066 as amended. Motion carried 7-0.

Ordinance 172-O-068: Ratification Of 2018- 2019 Wisconsin Professional Police Association Collective Bargaining Agreement

Richter discussed this ordinance which authorizes, for all employees represented by the Wisconsin Professional Police Association (WPPA), a 1.0% across-the-board (ATB) increase effective January 6, 2018 and a 1.25% increase effective July 7, 2018. In 2019, a 1.25% increase would be effective January 5, 2019 and a 1.0% increase would be effective July 6, 2019. In addition, the first wage step for Deputy Sheriff positions would be eliminated effective January 7, 2018 and any employees at that step would be moved to what is currently the second step.

In addition, this ordinance eliminates the Associate Degree or 60 credit to B.S. Degree Incentive Tier for all new hires beginning on January 1, 2018. It also authorizes a change to the vacation policy that allows employees to carry over up to forty hours of unused vacation time into the next year. Both changes are estimated to have minimal fiscal impact.

The annual net impact of all the provisions of the ordinance is estimated at \$235,989 for 2018 and \$295,217 for 2019. The 2018 adopted budget includes sufficient funding for these changes.

MOTION: Mitchell moved, second by Batzko to approve Ordinance 172-O-068. Motion carried 7-0.

Approve Public Health Manager Classification Specification Changes

Gage reviewed changes to the Public Health Manager class spec as outlined, as requested by the department management, which will allow for additional flexibility primarily affecting the minimum requirements.

MOTION: Walz moved, second by Crowley to approve changes to the Public Health Manager class spec as outlined and dated 10/18/16. Motion carried 7-0.

Future Agenda Items

- Richter and Staff to discuss status of correctional officer positions: hiring practices, number of vacancies, and appropriate staffing levels (Mitchell)

MOTION: Mitchell moved, second by Michalski to adjourn at 2:17 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary