

## **Minutes of the Human Resources Committee**

**Tuesday, May 15, 2018**

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

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

**Also Present:** Chief of Staff Mark Mader, County Clerk Kathleen O. Novack, Deputy County Clerk Melanie Pietruszka, Senior Financial Analyst Clara Daniels, Administration Director Norm Cummings, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata, Senior Human Resources Analysts Renee Gage and Teri Henning, Training Coordinator Deb Kneser, and Employee Benefits Administrator Andrea Mohr. Recorded by Mary Pedersen, County Board Office.

### **Chair's Executive Committee Report of May 14**

Nelson said the Executive Committee elected Peter Wolff as secretary and they approved the scope for the Information Systems Division audit, the Internal Audit Work Plan, three ordinances and ten appointments.

### **Schedule Next Meeting Date**

- June 19 TBD
- July 17 canceled
- July 18 joint meeting with Finance Committee at 8:15 a.m.

### **Future Agenda Items**

- Review Philosophy/Parameters for Salary Increases for Elected Officials (Mitchell)
- Discuss Staffing Issues in the Sheriff's Department (Mitchell)

### **State Legislative update**

Nelson said the state legislature is in recess but a number of study committees are currently meeting.

### **Committee Welcome and Opening Remarks by Chair**

Nelson welcomed new members to the committee. He encouraged all members to participate in discussion and ask questions but asked that they first raise their hand before speaking.

### **Nomination and Election of Vice Chair and Secretary**

MOTION: Crowley moved, second by Mitchell to elect Walz as vice chair. Motion carried 6-0.

MOTION: Walz moved, second by Wysocki to elect Crowley as secretary. Motion carried 6-0.

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

Nelson reviewed the duties and responsibilities of the Human Resources Committee as written in the County Code of Ordinances.

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

Novack reviewed the 2017 annual report of the County Clerk's Office including election work, accomplishments, program information, revenues and fees collected, and year-end budget figures.

MOTION: Crowley moved, second by Walz to accept the 2017 Annual Report of the County Clerk's Office. Motion carried 6-0.

### **Update on the Waukesha Employee Health and Wellness Center**

Cummings, Richter, and Mohr discussed the report titled "Health and Wellness Center - Year Three Review" which including information on utilization, financials, and 2017 and 2018 initiatives. The center accepts employees and family members of those working for Waukesha County, the Waukesha School District, and the City of Waukesha. Total center utilization in year three totaled 12,294 visits compared to 10,135 in year two and 5,745 in year one. Waukesha County accounted for 39% of visits in year three compared to the Waukesha School District at 41% and the City of Waukesha at 20%. For Waukesha County, the center resulted in a net cost avoidance on claims totaling \$4,058,601 in year three. Over three years, the net County savings was \$5,946,810 and County employees saved a total of \$504,384 in office visits. Mohr indicated 99.5% of those surveyed rated the center as excellent/good and very likely/likely to return. Mohr went on to discuss 2017 and 2018 initiatives.

Cummings discussed the center's success and said staff had estimated a \$3.2 million County savings after five years but so far, the County has saved \$5.9 million. Answering Mitchell's question, Cummings said utilization is one reason for the high return on investment but also, costs are kept in check. Answering Wysocki's question, Cummings said the initial capital investment has been paid back.

### **Educational Overview of the Human Resources Division**

Richter and staff gave an overview of the various functions and programs within the Human Resources Division. These include pre- and post-employment testing (drug and alcohol, physicals), Family Medical Leave Act, grievance administration and litigation, job assessments and evaluations (Hay System), reclassification studies, employee development and training (e.g., Management University, mentoring program), employee recognition (length of service, picnic, holiday party), recruitment, background checks, benefits (e.g., health, dental, life), deferred compensation, employee wellness and the wellness center, policies and procedures, collective bargaining, employment relations and management support, salary administration, pay for performance, unemployment compensation, affirmative action/diversity, etc.

MOTION: Walz moved, second by Mitchell to adjourn at 3:20 p.m. Motion carried 6-0.

Respectfully submitted,

*Michael A. Crowley*

Michael A. Crowley  
Secretary

