

Minutes of the Human Resources Committee

Tuesday, March 20, 2018

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

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

Also Present: Chief of Staff Mark Mader, Principal Risk Management Analyst Mark Jatczak, Budget Manager Linda Witkowski, Principal Human Resources Analyst Terri Sgarlata, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, and Parks & Land Use Director Dale Shaver. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of February 20

MOTION: Batzko moved, second by Walz to approve the minutes of February 20. Motion carried 6-0.

Chair's Executive Committee Report of March 19

Nelson advised the committee heard standing committee reports by committee chairs, the 2017 annual report on the Center for Growth, an update on the fire study, and approved extending the legal advertising contract with The *Freeman*.

Schedule Next Meeting Date

- April 3

Year-End Report on Workers Compensation Claims

Jatczak discussed the report titled "Worker's Compensation 2013-2017 Claims History Summary" as outlined. In 2017, a total of 101 claims were opened and 46 claims remained open at year-end with one claim currently being litigated. The total incurred was \$890,510. Since 2013, 483 claims have been opened, 65 remained open, and the total incurred was \$4,555,092. Jatczak discussed some of the larger claims that opened and closed. He said two slip and fall claims cost over \$350,000 and safety education efforts are ongoing.

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

Annual Report on Grant/Sunset Positions

Witkowski discussed the report titled "2018 Sunset Position Changes as of February 2018" which included information on department, position title, full or part-time, and changes from 2017. As of February 2018, there are 97 full-time positions and 17 part-time positions, a net increase of four full-time and one part-time position from 2017.

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

Annual Report on Performance Evaluations and Rewards

Richter and Sgarlata were present to discuss this report. For 2017, the total possible cost if all eligible employees received the maximum base and non-base awards would have been \$1,855,146. The total amount budgeted for base and non-base awards was \$1,384,437 and the actual cost was \$1,268,845. Sgarlata reviewed aggregate evaluation ratings for 1,206 employees: 1 received an unacceptable rating, 12 received needs to build, 218 received effective, 715 received commendable, and 260 received exceptional. An additional 34 employees would have received an unacceptable or needs to build rating if they had not separated their employment in 2017. A rating of commendable or better is required to be considered for a performance award. Sgarlata said this year’s report is consistent with previous years. However, more employees have been added to this system which resulted in a cost increase and more employees will be added in the future.

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

Ordinance 172-O-095: Establish Salaries For Sheriff, Clerk Of Courts, And County Executive For 2019–2022

Gage and Richter discussed the estimated impacts from 2019 to 2022 as outlined below. Annual increases for the County Executive are effective in April. Increases for the Sheriff and Clerk of Courts are effective January 1 of the calendar year. The impact of this ordinance will be included in the 2019 through 2022 budget process.

Sheriff, Clerk of Courts, and County Executive					
	2018 Base Salary	2019 Proposed	2020 Proposed	2021 Proposed	2022 Proposed
Yearly Salaries	\$298,546	\$303,859	\$309,929	\$316,127	\$322,454
Social Security	\$22,840	\$23,244	\$23,712	\$24,184	\$24,667
Retirement *	\$24,324	\$24,767	\$25,261	\$25,767	\$26,282
Post-Employment Health	\$10,606	\$10,766	\$10,947	\$11,134	\$11,324
Total	\$356,316	\$362,636	\$369,849	\$377,212	\$384,727
Cost Increase from Prior Year		\$6,320	\$7,213	\$7,363	\$7,515
Percent Increase		1.8%	2.0%	2.0%	2.0%

*Only County costs are reflected in the chart above. Costs do not include employee contributions.

Below are the estimated impacts of the salary proposals for the Sheriff, Clerk of Courts, and the County Executive positions.

Salary and Benefit Change by Position				
Year	Sheriff	Clerk of Courts	County Executive	Total
2019	\$2,622	\$1,917	\$1,781	\$6,320
2020	\$2,675	\$1,956	\$2,582	\$7,213
2021	\$2,728	\$1,995	\$2,640	\$7,363
2022	\$2,782	\$2,034	\$2,699	\$7,515
Total	\$10,807	\$7,902	\$9,702	\$28,411

MOTION: Crowley moved, second by Batzko to approve Ordinance 172-O-095. Motion carried

6-0.

Ordinance 172-O-094: Abolish One Land Information System Manager Position And Create One Land Information System Supervisor Position In The Department Of Parks & Land Use

Shaver discussed this ordinance which creates one regular full-time position of Land Information supervisor (salary range \$73,216–\$96,824) and abolishes one full-time Land Information Manager (\$84,739 – \$122,034) in the Land Information Systems Fund (LIS) within the Parks and Land Use Department. The lower cost supervisor position is estimated to save \$13,300, comparing projected salary and related benefits at the minimum for the pay range. This position is budgeted in the LIS Fund which is a special revenue fund and does not include any tax levy. Position savings will drop to fund balance assuming all budgeted revenues are received.

MOTION: Mitchell moved, second by Grant to approve Ordinance 172-O-094. Motion carried 6-0.

Approve New Classification Specification for Land Information System Supervisor

Gage discussed the new classification specification for Land Information System Supervisor as outlined.

MOTION: Grant moved, second by Batzko to approve the new classification specification for Land Information System Supervisor. Motion carried 6-0.

Approve Revised Classification Specification for Land Resources Manager

Gage discussed revisions to the Land Resources Manager classification specification as outlined.

MOTION: Crowley moved, second by Batzko to approve revisions to the Land Resources Manager Classification Specification. Motion carried 6-0.

MOTION: Crowley moved, second by Walz to adjourn at 2:08 p.m. Motion carried 6-0.

Respectfully submitted,

Jeremy Walz
Secretary