

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

**Tuesday, March 17, 2015**

Chair Zimmermann called the meeting to order at 1:02 p.m.

**Present:** Supervisors Dave Zimmermann, Jennifer Grant, Jeremy Walz, Bill Mitchell, Larry Nelson, and Mike Crowley. Christine Howard arrived at 1:15 p.m.

**Also Present:** Chief of Staff Mark Mader, Legislative Policy Advisor Sarah Spaeth, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Principal Risk Management Analyst Mark Jatzak. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of 12-9-14**

MOTION: Crowley moved, second by Nelson to approve the minutes of December 9. Motion carried 6-0.

### **Chair's Executive Committee Report of 12-16, 2-16 & 3-16**

Zimmermann said besides approving ordinances and appointments and hearing standing committee reports, the committee reviewed the 2015-2017 audit plan, heard a report on the 2015 Wisconsin Counties Association (WCA) Legislative Exchange of which Zimmermann attended, heard an update on information technology projects, and heard a report by Chair Paul Decker on the National Association of Counties (NACo) conference.

### **Schedule Next Meeting Date**

- April 21

Howard arrived at 1:15 p.m.

### **Review the Employee Evaluation Process**

Richter and Sgarlata-Lutz discussed this item and copies of the County's employee performance evaluation form were distributed. Richter advised every County employee is required to have a performance evaluation on an annual basis and they are the foundation of the Pay for Performance program. Samples of each manager's evaluations are audited annually by Human Resources staff. Beginning last year, all employees have a training and development plan as part of their evaluation.

Employees can receive one of five ratings. These are unacceptable, needs to build, effective, commendable, and exceptional. Human Resources staff have been meeting with department managers on how to communicate to their employees the definition of each rating and how they can receive higher ratings. Answering Zimmermann's question, Richter discussed the next steps for those employees who receive needs to build and unacceptable ratings. Employees in the open pay system that receive needs to build and unacceptable ratings do not receive any pay increases. Employees in the step system do not advance to the next step but would receive the across-the-board increase that is applied to their current step. Richter briefly discussed the performance improvement plan which involves another formal review at the end of each plan.

### **Annual Report on Performance Evaluations and Rewards**

Richter and Sgarlata-Lutz were present to discuss this item and copies of the report were distributed. For 2014, the total possible cost if all 361 eligible employees received maximum base

and non-base awards would have been \$1,211,032. The total budgeted for base and non-base awards was \$904,000 and the actual cost was \$785,757. Richter went on to review aggregate ratings for the County's 1152 employees: 0 employees received unacceptable ratings, 10 received needs to build, 207 received effective, 651 received commendable, and 284 received exceptional.

Sgarlata-Lutz said over the years, the number of employees in each category has remained rather consistent and supervisors are generally conservative with their ratings.

MOTION: Mitchell moved, second by Howard to accept the annual report on performance evaluations and rewards. Motion carried 7-0.

### **Year-end Report on Workers Compensation Claims**

Jatzak discussed the report titled "Workers Compensation – 2010-2014 Claims History Summer" which included information on year, number of claims and number still open, open litigated claims, total incurred, etc. A total of 91 claims were opened in 2014 and 30 remained open at year-end. The total incurred was \$463,862. Since 2010, 501 claims opened, 50 remained open, and the total incurred was \$4,289,159. Jatzak highlighted some of the larger claims that have opened and closed.

To answer Crowley's question, Jatzak indicated the current experience mod is 0.98 which has steadily been going down.

MOTION: Crowley moved, second by Howard to accept the year-end report on Workers Compensation claims. Motion carried 7-0.

### **State Legislative Update**

Spaeth distributed information on the governor's 2015-2017 State budget impacts. The most concerning to the County is moving property assessments from municipalities to counties which would cost the County about \$2.3 million annually. Other groups are also opposed and this may be pulled from the governor's budget. The largest reduction would be in the recycling program and would result in a \$165,000 cut for the County. The governor's budget moves the Pretrial Intoxicated Driver Intervention Grant Program from the Department of Transportation to the Department of Health Services (DHS), however, no funding is being transferred. The Legislative Fiscal Bureau informed her funding is available in the DHS budget to cover it. The governor's budget proposes drug testing for those receiving public assistance/benefits but it does not disclose the County's role. The governor's budget includes language allowing a private entity or resource center to provide some or all Aging & Disability Resource Center (ADRC) services. Overhead costs for this program of about \$884,742 would need to be absorbed in the County's budget. Spaeth was told this item will remain in the governor's budget to allow for flexibility.

MOTION: Crowley moved, second by Howard to adjourn at 2:30 p.m. Motion carried 7-0.

Respectfully submitted,

Jennifer Grant  
Secretary