

Minutes of the Human Resources Committee

Tuesday, May 17, 2016

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

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

Also Present: Chief of Staff Mark Mader, County Clerk Kathleen Novack, Deputy County Clerk Kelly Yaeger, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, Training Coordinator Deb Kneser; Senior Human Resources Analysts Andrea Mohr, Teri Henning, and Renee Gage; Human Resources Analyst Natalie Durr, and Administration Director Norm Cummings. Recorded by Mary Pedersen, County Board Office.

Chair's Executive Committee Report of May 16

Nelson highlighted the following items discussed at the last Executive Committee meeting.

- Heard an update on the County Board Room technology upgrade project.
- Elected Peter Wolff as secretary.
- Reviewed the internal audit of the Collections Division.
- Approved five appointments and two ordinances pertaining to park rules and the Waukesha to Brookfield Multi Use Trail.
- Heard standing committee reports.

Schedule Next Meeting Date

- June 21

Committee Welcome and Opening Remarks by Chair

Decker welcomed the committee. Nelson asked in the event of an absence or late arrival, committee members should contact Mary Pedersen in the County Board Office due to potential quorum issues. Nelson encouraged supervisors to ask questions but asked that they be recognized by the chair before speaking.

Announcements

Nelson noted supervisors are invited to attend the launch of the new economic development partnership at EmbedTek on May 24. He reminded committee members to complete their Statement of Economic Interest forms and return to the County Clerk by the deadline. Also, the Criminal Justice Collaborating Council (CJCC) has invited supervisors to the next drug court graduation on May 25.

Nomination and Election of Vice Chair and Secretary

MOTION: Batzko moved, second by Michalski to elect Crowley as Vice Chair of the committee. Motion carried 6-0.

MOTION: Grant moved, second by Crowley to elect Walz as Secretary of the Committee. Motion carried 6-0.

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

Mader highlighted the County Code as it relates to the Human Resources Committee.

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

Novack reviewed the 2015 Annual Report of the County Clerk's Office which included budget information and statistics on marriage licenses, domestic partnerships, passports, etc.

MOTION: Crowley moved, second by Walz to accept the 2015 Annual Report of the County Clerk's Office. Motion carried 6-0.

Educational Overview of the Human Resources Division

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

Update on the Waukesha Employee Health & Wellness Center

Cummings and Richter gave background on the center which has been in operation since November 2014. The center serves Waukesha County, City of Waukesha, and Waukesha School District employees and their spouses and dependents. Services are contracted with Healthstat and include health risk assessments, wellness programming, disease management, preventive care, lab work, immunizations, medications, worker's compensation, pre-employment physicals and drugs tests, episodic/sick visits, referrals to specialists, and health coaching. Year two initiatives include adding physical therapy and a diabetes management program, enhancing wellness and education programming, and expanding the prescription formulary and occupational medicine programs.

Richter said office visits for County employees cost \$5 or \$30, depending on their chosen insurance plan and prescriptions are \$2. Richter advised in the first year, there were over 5,700 visits – 39% were County employees. Survey results revealed that 99% of users rated the center as excellent or good and are very likely to return. Also, 93% of the time, the wait was less than 10 minutes. County employees saved almost \$93,000 out-of-pocket compared to using an outside provider and the County saved almost \$354,000. The return on investment for the first year was estimated at \$423,000. The three organizations collectively saved \$2.60 for every dollar spent. Waukesha County saved \$1.40 for every dollar spent. The primary reason for the lower County savings is because County health benefits are less comprehensive, therefore, less room to save. Cummings predicted utilization of the center will grow as will savings.

Nelson asked to see user testimonials and also city and school district savings and Walz asked for information on patient visits per hour/day, all of which Richter agreed to provide. At Nelson's request, a copy of this report will be sent to the full County Board. Staff will give another report after the August advisory council meeting. Richter suggested other council members could also attend.

State Legislative Update

Spaeth advised the legislature is in recess but current study committees that could affect counties, which she explained in detail, include publication of government documents and legal notices and reducing recidivism and removing impediments to employment. The Wisconsin Counties Association (WCA) will put together a work group to make recommendations on shoreland zoning issues/concerns. The U.S. Department of Justice issued recommendations regarding bond and bail and that inmate release be based on risk.

Future Agenda Item

- Update on the Waukesha Employee Health & Wellness Center in August/September 2016

MOTION: Michalski moved, second by Batzko to adjourn at 3:08 p.m. Motion carried 6-0.

Respectfully submitted,

Jeremy Walz
Secretary