

Minutes of the Human Resources Committee

Tuesday, March 15, 2016

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

Present: Supervisors Dave Zimmermann, Jennifer Grant, Bill Mitchell, Jeremy Walz, Christine Howard, Mike Crowley, and Larry Nelson.

Also Present: Chief of Staff Mark Mader, Budget Manager Linda Witkowski, Principal Risk Management Analyst Mark Jatzak, County Clerk Kathleen Novack, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata, and Senior Human Resources Analyst Renee Gage. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of February 16

MOTION: Mitchell moved, second by Crowley to approve the minutes of February 16. Motion carried 7-0.

Chair's Executive Committee Report of March 14

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

- Approved Ordinance 170-O-099 to modify the 2016 capital budget due to higher costs to replace the first Wanaki Golf Course bridge.
- Approved the 2016-2018 Audit Plan and the Financial Management Information System (FMIS) audit scope.
- Heard a report on the February National Association of Counties Legislative Conference.
- Discussed future Information Technology updates which will include spreadsheets with projected costs, timeframes, etc.
- Approved three appointments.

Schedule Next Meeting Date

- April 5

Announcements

Zimmermann said this is Windy Jicha's last week in the County Board Office as she will be starting a new job in the Sheriff's Department.

Mader indicated copies of the revised Quad/Air LLC lease agreement will be included with the County Board agenda packets. Only a small portion was revised which he explained.

Motion to Allow Secretary Grant to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee

MOTION: Mitchell moved, second by Walz to allow Secretary Grant to approve the final set(s) of committee minutes on behalf of the Committee. Motion carried 7-0.

Grant/Sunset Positions Update

Witkowski discussed the report titled "2016 Sunset Position Changes as of February 2016" which included information on department, position title, funding source, and total sunset positions." In 2015 there were 92 full-time and 15 part-time extra help sunset positions. In 2016, there was one less full-time and one additional part-time position overall. Four positions that were funded with Affordable Health Care Act dollars were eliminated which were offset by two additional food stamp training and

employment related positions. One librarian position was added and one full-time position was made into a part-time position. Another deputy medical examiner was also added to handle additional contracts.

Year-End Report on Workers Compensation Claims

Jatzak discussed the report titled “Workers Compensation 2011-2015 Claims History Summary.” In 2015, 99 claims were opened and by year-end, 36 of those remained open. The total incurred was \$546,113. Since 2011, 490 claims were opened, 49 remained open, and the total incurred was \$3,973,827. Jatzak reviewed pie charts comparing losses by department and he highlighted some of the larger claims that opened and closed.

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

Update on the February Primary Election – Waukesha County

Novack distributed information on ballot shortages, new election equipment, and voter statistics per municipalities. Novack said the ballot shortage was due to her underestimating the primary turnout at 10%. She has taken full responsibility for the impact on poll sites and poll and office workers. She added that the Government Accountability Board also predicted 10% and there were similar problems in other areas of the state. She noted this did not influence her estimate.

Regarding new election equipment, Novack said the results were excellent with four reporting units coming in at 8:01 p.m. One of 100 poll sites experienced a transmission issue. They were able to transmit their results from another poll site machine with those results coming in at 9:15 p.m. The “final unofficial total” was on the County’s website at 9:26 p.m. Regarding long lines at poll sites and poll staffing levels, she received some feedback that long lines may have been related to smaller than normal poll staff at some locations. The turnout expected for April should eliminate this issue. The City of New Berlin consolidated seven poll sites into one based on low expected turnout. They will be renting seven more machines for April. No other municipality expressed a similar complaint and none will be using extra machines in April.

Zimmermann and Mitchell suggested a contingency plan be put in place in the event this were to reoccur in the future. Answering Zimmermann’s question, Novack said she is looking to get an in-state vendor to print ballots. Currently, ballots are printed out of state which does take extra time. However, an in-state vendor may not be of benefit for last minute ballots. Novack noted her office printed 14,000 paper ballots on election day due to the shortage.

Ordinance 170-O-100: Establish Salaries For Register Of Deeds, Treasurer, And County Clerk For 2017–2020

Richter discussed this ordinance as outlined which involves adjusting the annual salaries for the Register of Deeds by 1.5% (2017 - \$75,488; 2018 - \$76,620; 2019 - \$77,769; and 2020 - \$78,936), the Treasurer by 1.5% (2017 - \$74,485; 2018 - \$75,602; 2019 - \$76,736; and 2020 - \$77,887), and the County Clerk by 1.5% (2017 - \$74,485; 2018 - \$75,602; 2019 - \$76,736; and 2020 - \$77,887). The total net costs for 2016 through 2020 are \$260,282; \$264,187; \$268,152; \$273,822; and \$276,257, respectively. Richter said this ordinance is consistent with what was proposed at the last Human Resources Committee meeting.

MOTION: Crowley moved, second by Howard to approve Ordinance 170-O-100. Motion carried 5-2. Grant and Walz voted no.

Review and Approve New Policies and Procedures for Vision

Richter advised the new policy for vision insurance is due to it being taken out of the health plan a few years ago. Richter and Mohr reviewed the policy as outlined including enrollment rules, employee cost, coverage, eligibility, etc. No concerns were voiced.

MOTION: Walz moved, second by Grant to approve the new policies and procedures for vision insurance. Motion carried 7-0.

Annual Report on Performance Evaluations and Awards

Richter and Sgarlata discussed this report which was distributed. For 2015, the total possible cost if all eligible employees received the maximum base and non-base awards would have been \$1,761,598. The total budgeted for base and non-base awards was \$1,329,855 and the actual cost was \$1,003,853. Since the last report, more than 100 employees were moved into this system so total cost is slightly higher and more employees will be added in the future. Richter went on to review aggregate evaluation ratings for the County's 468 eligible employees: 0 received unacceptable ratings, 3 received needs to build, 29 received effective, 257 received commendable, and 179 received exceptional. An additional 9 employees would have received unacceptable or needs to build ratings had they not separated their employment. A rating of commendable or better is required in order to be considered for a performance award.

MOTION: Nelson moved, second by Mitchell to accept the 2015 annual report on performance evaluations and awards. Motion carried 7-0.

Review and Approve Revisions to the Policies and Procedures for Salary Administration

Richter and Gage discussed changes to the policies and procedures for salary administration as outlined. The majority of the changes reflect updates after modifications were made to the Open and Step systems. No concerns were voiced. Zimmermann felt this policy was very instructive and integral and should be reviewed annually. He also recommended that all Human Resources Committee members receive copies of this document at the beginning of each two-year term.

MOTION: Grant moved, second by Howard to approve revisions to the policies and procedures for salary administration. Motion carried 7-0.

Closed Session

MOTION: Walz moved, second by Crowley to go into closed session at 2:57 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues for those employees covered under the Wisconsin Professional Police Association (WPPA) Union, to approve closed session minutes of previous meeting(s), and to allow secretary Grant to approve the final set(s) of closed session minutes on behalf of the committee. Motion carried 7-0.

MOTION: Walz moved, second by Crowley to return to open session at 3:14 p.m. Motion carried 7-0.

MOTION: Walz moved, second by Mitchell to adjourn 3:14 p.m. Motion carried 7-0.

Respectfully submitted,

Jennifer Grant
Secretary