

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

**Tuesday, April 5, 2016**

Chair Zimmermann called the meeting to order at 1:01 p.m.

**Present:** Supervisors Dave Zimmermann, Jennifer Grant, Bill Mitchell, Jeremy Walz, Mike Crowley, and Larry Nelson. Christine Howard arrived at 1:04 p.m.

**Also Present:** Chief of Staff Mark Mader, Administrative Services Manager Randy Setzer, Accounting Services Coordinator Cynthia Lilley, Human Resources Manager Jim Richter, and Senior Financial Analyst Mark Yatchak. Recorded by Mary Pedersen, County Board Office.

### **Approve Minutes of March 15**

**MOTION:** Crowley moved, second by Nelson to approve the minutes of March 15 as amended. Motion carried 6-0.

Howard arrived at 1:04 p.m.

### **Chair's Executive Committee Report of April 4**

Zimmermann said the Executive Committee, at their last meeting, heard an update on IT projects and standing committee reports, and approved a resolution, ordinance and an appointment.

### **Schedule Next Meeting Date**

- May 17

### **Ordinance 170-O-114: Create One Regular Full-Time Position Of Veterans Services Aide And Abolish One Regular Part-Time Position Of Veterans Services Aide**

Lilley discussed this ordinance which abolishes a regular part-time 0.70 FTE Veterans Services Aide, (Salary range \$36,795 - \$48,568) and creates a regular full-time Veterans Services Aide, 1.00 FTE, in the Veterans Services Division. Lilley said the change will strengthen division operations and effectively serve the needs of their clients which she explained further.

Assuming the new position is filled at the same salary level in 2016, the total cost of this position, with benefits, is estimated at \$65,700. The part-time Veterans Services Aide position was budgeted at an estimated cost of \$33,400 in the 2016 budget resulting in additional personnel expenditures of \$32,300. The department will offset this increase with benefit selection and turnover savings with the new Veterans Services Officer estimated at \$33,700. Regarding the 2017 budget, the department will have to build the additional costs within their budget base and future increase.

Answering Mitchell's question, Lilley said this ordinance is budget neutral at this time because the new Veterans Services Officer is not opting for the County's health insurance.

**MOTION:** Crowley moved, second by Walz to approve Ordinance 170-O-114. Motion carried 7-0.

**Ordinance 170-O-116: Ratification Of 2016 - 2017 Wisconsin Professional Police Association Collective Bargaining Agreement**

Richter discussed this ordinance which authorizes, in 2016, all employees represented by the Wisconsin Professional Police Association (WPPA) a 1.0% across-the-board (ATB) increase effective December 26, 2015 and a 1.0% increase effective June 25, 2016. For 2017, a 1.0% increase would be effective January 7 and a 1.5% increase effective July 8.

This ordinance also modifies the health insurance premium cost sharing provision to provide that the WPPA employee contribution will increase from 10% to 13% effective July 1, 2016. It further increases the employee contribution from 13% to 15% effective January 1, 2017. Based on current enrollments, the annual savings to the County resulting from those changes is estimated at \$25,944 in 2016 and \$36,912 in 2017. Effective January 1, 2017, the ordinance authorizes a \$50 annual increase to the uniform allowance at an estimated cost of \$7,150 in 2017.

The annual net impact of this ordinance is estimated at \$142,123 for 2016 and \$249,597 for 2017. The 2016 adopted budget included sufficient funding for these changes.

MOTION: Mitchell moved, second by Nelson to approve Ordinance 170-O-116. Motion carried 7-0.

**Review and Approve Revisions to the Policies and Procedures for Recruitment and Selection**

Richter explained changes to the Policies and Procedures for Recruitment and Selection as outlined. Among the changes is verbiage that will allow for more flexibility when recruiting for certain positions.

MOTION: Howard moved, second by Grant to approve revisions to the Policies and Procedures for Recruitment and Selection. Motion carried 7-0.

**Announcements**

Zimmermann thanked the committee for their time and hard work.

**Future Agenda Items**

- Introduction of New Veterans Services Officer (Walz)

MOTION: Walz moved, second by Mitchell to adjourn at 1:43 p.m. Motion carried 7-0.

Respectfully submitted,

Jennifer Grant  
Secretary