

Minutes of the Human Resources Committee

Tuesday, October 4, 2016

Chair Nelson called the meeting to order at 1:04 p.m.

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

Also Present: Chief of Staff Mark Mader, County Board Chair Paul Decker, Senior Financial Analysts Mark Yatchak and Steve Trimborn, County Clerk Kathleen Novack, Chief of Staff Shawn Lundie, Office Services Coordinator Kristin Bendlin, Corporation Counsel Erik Weidig, Senior Financial Analyst Kim Ho, Human Resources Manager Jim Richter, and Senior Human Resources Analyst Renee Gage. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of Previous Meeting(s)

MOTION: Mitchell moved, second by Michalski to approve the minutes of September 20. Motion carried 7-0.

Schedule Next Meeting Dates

- October 18

Discuss and Consider 2017 Operating Budgets for the Following Departments:

County Board

Decker and Mader discussed the proposed 2017 budget for the County Board Office as outlined in the budget book including the financial summaries, strategic outcomes and objectives, program highlights, and activity/workload data. Total all funds, revenues, expenditures, and the County tax levy each total \$1,070,592 – a decrease of \$43,460 or 3.9% from the adopted 2016 budget. The positions summary shows a decrease of 0.65 for a total of 5.50 full-time equivalent (FTE) positions. No major concerns were voiced pertaining to this budget.

MOTION: Grant moved, second by Mitchell to tentatively approve the 2017 operating budget for the County Board Office. Motion carried 7-0.

County Clerk

Novack discussed the proposed 2017 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, program highlights and activities, and strategic outcomes and objectives. Total all funds, revenues and expenditures total \$611,380 – a decrease of \$64,861 or 9.6% from the adopted 2016 budget. The County tax levy totals \$380,810 – an increase of \$25,326 or 7.1%. The number of positions remains the same at 5.57 FTE. No major concerns were voiced pertaining to this budget.

MOTION: Batzko moved, second by Michalski to tentatively approve the 2017 operating budget for the County Clerk's Office. Motion carried 7-0.

County Executive

Lundie discussed the proposed 2017 budget for the County Executive's Office as outlined in the budget book including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Total all funds, revenues and expenditures total \$580,865 – a decrease of \$2,500 or 0.4% from the adopted 2016 budget. The County tax levy totals \$568,865 – a decrease of \$2,500 or 0.4%.

The number of positions remains the same at 4.69. No major concerns were voiced pertaining to this budget.

MOTION: Crowley moved, second by Walz to tentatively approve the 2017 operating budget for the County Executive's Office. Motion carried 7-0.

Corporation Counsel

Weidig discussed the proposed 2017 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, program highlights, activity data, and strategic outcomes and objectives. Total all funds, revenues total \$2,738,965 – an increase of \$122,743 or 4.7% from the adopted 2016 budget. The County tax levy totals \$1,293,247 – a decrease of \$45,000 or 3.4%. Expenditures total \$4,032,212 – an increase of \$77,743 or 2.0%. The positions summary shows an increase of 1.28 for a total of 40.75 FTE positions. No major concerns were voiced pertaining to this budget.

MOTION: Mitchell moved, second by Batzko to tentatively approve the 2017 operating budget for the Corporation Counsel's Office. Motion carried 7-0.

Draft Ordinance (Preliminary Discussion): Approve 2017 Position Changes through Creation, Abolishment, and Equity Adjustment

Copies of the draft ordinance were distributed. Gage and Richter reviewed the 10 newly created and 4 abolished FTE positions affecting Circuit Court Services, Corporation Counsel, District Attorney, Emergency Preparedness, Parks & Land Use, and Sheriff. Also discussed were an equity adjustment and a title change in Health & Human Services. The total estimated net tax levy impact of this ordinance is \$334,900. This ordinance will be discussed further and acted on at the October 18 Human Resources Committee meeting.

Discuss and Consider New and Revised Classification Specifications (Class Specs)

Gage and Richter reviewed proposed changes for multiple class specs. Gage said a majority involve Health & Human Services positions and that working knowledge of electronic medical records was added. No major concerns were raised. These class specs will be reviewed further and acted on at the October 18 Human Resources Committee meeting.

Report on the Wisconsin Counties Association (WCA) Conference

Mitchell, Michalski, Crowley, and Nelson shared their experiences at the September WCA Conference.

Executive Committee Report of October 3

Nelson said the Executive Committee approved proposed 2017 operating budgets for UW-Extension, Bridges (Federated Library), and Non Departmental. They also adopted the Five-Year Capital Projects Plan, heard an update on the Waukesha County Center for Growth, heard standing committee and WCA Conference reports.

MOTION: Walz moved, second by Michalski to adjourn at 3:49 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary