

Minutes of the Human Resources Committee

Tuesday, March 21, 2017

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

Present: Supervisors Larry Nelson, Jim Batzko, Tom Michalski, Bill Mitchell, and Jeremy Walz.

Absent: Mike Crowley and Jennifer Grant.

Also Present: Chief of Staff Mark Mader, Senior Financial Analysts Clara Daniels and Mark Yatchak, Principal Risk Management Analyst Mark Jatczak, Human Resources Manager Jim Richter, Senior Human Resources Analyst Renee Gage, and Principal Human Resources Analyst Terri Sgarlata. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of December 13

MOTION: Michalski moved, second by Batzko to approve the minutes of December 13. Motion carried 5-0.

Schedule Next Meeting Date

- April 18 (Batzko absent)

Grant/Sunset Positions Report

Daniels discussed the report titled “2017 Sunset Position Changes as of February 2017.” Daniels explained sunset positions are typically created via ordinance with grant funds or they are contracted and if those funds are reduced or eliminated, the position is reduced accordingly. A net of two positions were added between February 2016 and February 2017 for a total of 93 full-time and 16 part-time/extra help positions. Two positions were eliminated in Health & Human Services and two were added in the Sheriff’s Department and two in the District Attorney’s Office.

MOTION: Batzko moved, second by Michalski to accept the annual report on grant/sunset positions. Motion carried 5-0.

Year-End Report on Workers Compensation Claims

Jatczak discussed the report titled “Workers Compensation 2012-2016 Claims History Summary.” In 2016, a total of 85 claims were opened and 37 remained open at year-end. The total incurred was \$750,196. Since 2012, 466 claims have opened and 55 remain open. The total incurred was \$4,470,064. He noted there were 14 less claims in 2016 than in 2015. Jatczak highlighted some of the larger claims that have opened and closed. Michalski requested information on all open cases, beyond the five years listed on the report.

MOTION: Michalski moved, second by Mitchell to accept the year-end report on Workers Compensation claims. Motion carried 5-0.

Annual Report on Performance Evaluations and Awards

Richter, Sgarlata, and Gage were present to discuss this report. For 2016, the total possible cost if all eligible employees received the maximum base and non-base awards would have been

\$1,738,509. The total amount budgeted for base and non-base awards was \$1,191,088 and the actual cost was \$1,117,455. Staff went on to review aggregate evaluation ratings for 1,200 employees: 0 received unacceptable ratings, 9 received needs to build, 227 received effective, 721 received commendable, and 243 received exceptional. A rating of commendable or better is required to be considered for a performance award.

MOTION: Walz moved, second by Batzko to accept the annual report on performance evaluations and awards. Motion carried 5-0.

Chair's Executive Committee Report of March 20

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

- Discussed the golf course cash receipting audit report and reviewed the proposed scope of the Audit Plan.
- Approved the ordinance titled "Establish Parks and Land Use Capital Project Reserve Fund" and the re-appointment of Christine Howard to the Health & Human Services Board.
- Heard updates on the Wisconsin Counties Association (WCA) regional meeting, National Association of Counties (NACo) legislative conference, Regional Transit Leadership Council Executive Committee, and Wisconsin Workforce Development Association Board.
- Heard standing reports by committee chairs.

MOTION: Mitchell moved, second by Walz to adjourn at 2:32 p.m. Motion carried 5-0.

Respectfully submitted,

Jeremy Walz
Secretary