

Minutes of the Human Resources Committee

Tuesday, July 19, 2016

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

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

Also Present: Chief of Staff Mark Mader, Administration Director Norm Cummings, Principal Human Resources Analyst Terri Sgarlata, Human Resources Manager Jim Richter, Senior Human Resources Analyst Teri Henning, Principal Financial Projects Analyst Danielle Igielski, Sheriff Eric Severson, Inspector Jim Gumm, and Deputy Inspector Torin Misko. Recorded by Mary Pedersen, County Board Office.

Approve Minutes of May 17

MOTION: Michalski moved, second by Crowley to approve the minutes of May 17. Motion carried 7-0.

Chair's Executive Committee Report of June 20 & July 18

Nelson highlighted the following items discussed at the last two Executive Committee meetings.

- Approved the scopes for the golf course and highway internal audits.
- Approved the ordinance to amend the Brookfield Multi Use Bike Trail and several appointments which have since been approved by the County Board.

Schedule Next Meeting Date

- August 16

Review Revisions to Travel Policies and Procedures

Cummings and Sgarlata reviewed the proposed revisions to the Travel Expenses Policies and Procedures as outlined. Cummings indicated the majority of the policy has not been updated since the 1990s. Said revisions pertain to meal, lodging, and mileage reimbursement/rates; carpooling; parking fees and tolls; Internet charges; and non-reimbursable travel expenses. Nelson advised an ordinance approving the changes will be forthcoming. Grant and Walz had concerns with some of the increases for meal and lodging reimbursement rates.

Discuss Changes to the Civil Service Selection Process

Severson, Gumm, Misko, and Richter were present to discuss this item as outlined in their handout. This proposal modifies the County Code and eliminates references and provisions to the civil service selection process for hiring and promoting the Deputy Sheriff, Detective, Captain and Lieutenant positions in the Sheriff's Department. The intent of the proposal is to enable staff to redesign a recruitment and selection process that is more timely and responsive to the needs of the department. Severson said the current model, developed in the 1960s, has resulted in inefficiencies with the hiring/recruitment process and increased overtime, among other issues. The proposal does not seek to change existing provisions related to the discipline process and grievance handling of law enforcement employees. The current process as outlined in the County Code and State Statutes would continue.

Staff discussed the current structure and proposed changes as outlined. Said changes include continuously accept applications for deputy sheriff positions, involve Sheriff's Department managers in the screening of applicants, allow candidates with job-related experience to bypass the written exam, offer ongoing written exams at various dates and time, conduct ongoing interviews to shorten the time from written exam to hire, and continuously evaluate the recruitment and hiring process and make any necessary changes. Richter said an ordinance to amend the County Code and incorporate these changes is anticipated in September or October. Crowley, Walz, Batzko, Mitchell, Michalski, and Nelson spoke in support of the changes.

Status Report on the Hiring of Relatives of Current Employees

Richter distributed copies of "Relative Hire Report for July 2015–July 2016" which included information on requesting department, applicant department and position, relative's department and position, relationship, and date of hire. No concerns were raised.

MOTION: Walz moved, second by Crowley to adjourn at 2:39 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz
Secretary