

## Minutes of the Human Resources Committee

Tuesday, August 23, 2016

Chair Nelson called the meeting to order at 6:15 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, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, and Supervisors Tim Dondlinger, Kathleen Cummings, and Paul Decker.

### Approve Minutes of July 19

MOTION: Crowley moved, second by Michalski to approve the minutes of July 19. Motion carried 7-0.

### Chair's Executive Committee Report of August 15

Nelson highlighted the last Executive Committee meeting where they approved three ordinances and the scope for the Clerk of Courts audit. They also heard a report on the annual National Association of Counties (NACo) conference.

### Schedule Next Meeting Date

- September 20

### Ordinance 171-O-031: Repeal And Recreate Portions Of Waukesha County Code Of Ordinances, Section 7-95 Travel Expenses

Richter and Sgarlata-Lutz discussed this ordinance as outlined. Any new costs associated with these changes will be managed within existing departmental travel budgets. This ordinance has no direct tax levy impact.

Section 1 approves new meal reimbursement rates for County employees. The previous breakfast and lunch rates had been in effect since 1999 and the dinner rate since 2002. The new rates will consist of a separate rate depending on if the employee is in-state and out-of-state and will take effect January 1, 2017.

	<b>Current Rates</b>	<b>In-State Rates</b>	<b>Out-of-State Rates</b>
Breakfast	\$8.00	\$10.00	\$12.00
Lunch	\$10.00	\$12.00	\$15.00
Dinner	\$20.00	\$23.00	\$25.00
Maximum Per Diem	\$38.00	\$45.00	\$52.00

Section 2 updates lodging rates for certain high cost in-state cities and a minimum out-of-state reimbursement rate. Out-of-state reimbursement rates exceeding \$120.00 follow the annual index published by the State plus applicable taxes. These changes are effective September 1, 2016.

	<b>Current Rate</b>	<b>New Rate</b>
High cost in-state cities: Green Bay, Madison, Lacrosse, Wisconsin Dells, Appleton, Lake Geneva, and Door County	\$95.00	\$120.00
Out-of-state cities listed below \$120.00	Varies	\$120.00

MOTION: Batzko moved, second by Crowley to approve Ordinance 171-O-031. Motion carried 7-0.

MOTION: Michalski moved, second by Walz to adjourn at 6:25 p.m. Motion carried 7-0.

Respectfully submitted,

Jeremy Walz  
Secretary