

Minutes of the Human Resources Committee

Tuesday, October 1, 2019

Chair Nelson called the meeting to order at 1:05 p.m.

Present: Supervisors Larry Nelson, Mike Crowley, Joel Gaughan, Tom Michalski, and Ted Wysocki. Bill Mitchell arrived at 2:10 p.m. due to other County business. **Absent:** Jeremy Walz.

Also Present: Chief of Staff Mark Mader, County Board Chair Paul Decker, Chief of Staff Shawn Lundie, County Clerk Meg Wartman, Deputy County Clerk Kelly Yaeger, Principal Assistant Corporation Counsel Kim Haines, Budget Manager Linda Witkowski, Corporation Counsel Erik Weidig, Senior Financial Analysts Stephanie Kirby and Clara Daniels, Principal Risk Management Analyst Mark Jatzak, Human Resources Manager Renee Gage, Senior Human Resources Analyst Natalie Durr, Administrative Services Manager Randy Setzer, and Accounting Services Coordinator Lisa Davis.

Executive Committee Report of 7-23, 9-9, 9-16 & 9-30

Nelson highlighted the last four Executive Committee meetings with the last three primarily focused on the 2020-2024 Capital Projects Plan including lengthy discussions on the Administration Center first floor reconfiguration project, and 2020 operating budget reviews for UW-Extension, the Bridges Federated Library System, and Non-Departmental. The committee adopted the five-year Capital Projects Plan and heard reports on the Wisconsin Counties Association Annual Conference.

Discuss and Consider 2020 Operating Budgets for the Following Departments:

County Board

Decker discussed the proposed 2020 budget for the County Board Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Revenues and expenditures (all tax levy) total \$1,063,080 – a \$0 change from the adopted 2019 budget. The total number of full-time equivalent (FTE) positions decreased 0.11 for a total of 4.89. No major concerns were voiced.

MOTION: Gaughan moved, second by Michalski to tentatively approve the 2020 operating budget for the County Board Office. Motion carried 5-0.

County Executive

Lundie discussed the proposed 2020 budget for the County Executive's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Revenues and expenditures (all tax levy) total \$601,865 – an increase of \$23,000 or 4.0% from the adopted 2019 budget. The total number of FTE positions remains unchanged at 4.65. No major concerns were voiced.

MOTION: Crowley moved, second by Michalski to tentatively approve the 2020 operating budget for the County Executive's Office. Motion carried 5-0.

County Clerk

Wartman and Yaeger discussed the proposed 2020 budget for the County Clerk's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, program highlights, and activity data. Both revenues and expenditures total \$697,855 – an increase of \$135,185 or 24% from the adopted 2019 budget. The total number of FTE positions decreased 0.17 for a total of 5.40. No major concerns were voiced.

Mitchell arrived at 2:10 pm.

MOTION: Wysocki moved, second by Crowley to tentatively approve the 2020 operating budget for the County Clerk's Office. Motion carried 6-0.

Corporation Counsel

Weidig and Haines discussed the proposed 2020 budget for the Corporation Counsel's Office as outlined in the budget book including the financial summaries, major departmental strategic plan objectives, and program highlights and activity data. Total all funds, revenues total \$2,956,883 – an increase of \$149,130 or 5.3% from the adopted 2019 budget. The County tax levy totals \$1,280,247 – an increase of \$35,000 or 2.8%. Expenditures total \$4,237,130 – an increase of \$184,130 or 4.5%. The total number of FTE positions decreased 0.23 for a total of 41.60. No major concerns were voiced.

MOTION: Mitchell moved, second by Gaughan to tentatively approve the 2020 operating budget for the Corporation Counsel's Office. Motion carried 6-0.

Six-Month Report on Workers Compensation Claims

Jatczak reviewed the Workers Compensation claims report as outlined. During the first six months of 2019, 62 claims were opened and of those, 48 were still open by the end of the six-month period. The total incurred was \$508,130. Since 2015, 467 claims have opened, 92 remained open, and the total incurred was \$4,363,531. Jatczak highlighted the larger claims that have opened and closed.

MOTION: Crowley moved, second by Michalski to accept the 2019 Six-Month Report on Workers Compensation Claims. Motion carried 6-0.

Draft Ordinance (Preliminary Discussion): Approve 2020 Position Changes Through Creation, Abolishment, Reclassification and Title Change

Gage, Durr, and Witkowski were present and copies of the draft ordinance were distributed. Staff discussed the proposed 15.50 FTE positions and 13.50 FTE abolished positions for a net increase of two positions. Ten reclassifications and one title change are also being proposed. The total estimated net tax levy impact of this ordinance is \$294,800. This ordinance will be discussed further and considered at the October 15 Human Resources Committee meeting.

Discuss and Consider Revised Classification Specifications

Gage and Durr reviewed proposed changes for multiple class specs as outlined. No major concerns were voiced. The class specs will be considered at the October 15 Human Resources Committee meeting.

Report on the Annual Wisconsin Counties Association (WCA) Conference

Nelson and Crowley highlighted the workshops and sessions they attended including data analytics, county airports, continuous improvement, and the Regional Planning Commission on housing and related issues.

Approve Minutes of June 25

MOTION: Wysocki moved, second by Crowley to approve the minutes of June 25. Motion carried 6-0.

Schedule Next Meeting Date

- October 15

State Legislative Update

Nelson and Mader indicated updated legislative charts were emailed last week.

MOTION: Michalski moved, second by Mitchell to adjourn at 4:17 p.m. Motion carried 6-0.

Respectfully submitted,

Michael A. Crowley

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Secretary