

WAUPACA COUNTY HUMAN RESOURCES COMMITTEE

September 14, 2015

The Waupaca County HR Committee met at 10:00 a.m. in Room 1037 of the Waupaca County Courthouse. Chair Barrington called the meeting to order and gave the open meeting statement. Roll Call: County Board Chair Dick Koeppen, Supervisor Gerald Murphy and Supervisor DuWayne Federwitz present.

OPEN SESSION

MOTION: Supervisor Murphy moved and County Board Chair Koeppen seconded the motion to amend the start time of the meeting from 9:00 a.m. to 10:00 a.m. Motion carried without a negative vote.

MOTION: County Board Chair Koeppen moved and Supervisor Federwitz seconded the motion to approve the minutes of the previous meeting. Motion carried without a negative vote.

No public comment.

Human Resources Department report – updates on recruitment & retirement/resignations, scheduled interviews, etc.

Review of reclassification requests for 2016. **MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to approve the reclassification of the Equipment Technicians to Labor Grade 8 on the Waupaca County wage/salary schedule. Motion carried without a negative vote. Remaining requests to be reviewed with additional information.

Review of new position requests for 2016. No action on Sheriff's Department requests. Will be reviewed when Sheriff Hardel and Chief Deputy Kraeger are available.

DHHS 2016 new position requests reviewed. The addition of the requested new positions will result in no additional budgetary dollars due to funding thru various sources. In addition it is estimated that a \$26,000 savings will be achieved. **MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the creation of the following positions in the Department of Health and Human Services: ADRC Assistant, Peer Specialist, Case Manager (Behavioral Health), Mentor, Child/Parent Dev. Phd. and the expansion of the current Early Intervention Manager by .2 FTE all to be effective 1/1/2016. Motion carried without a negative vote.

Corporation Counsel position request for a full-time Assistant Corporation Counsel and the restructuring of two full-time Legal Assistants at labor grade 10 to one and a half Legal Secretary positions (1.5 FTE) at labor grade 5. Budgetary impact will be approximately \$48,000. **MOTION:** Chair Barrington moved and Supervisor Federwitz seconded the motion to approve the addition of a full-time Assistant Corporation Counsel and the restructuring of two full-time Legal Assistants to 1.5 FTE Legal Secretary positions effective 1/1/2016. Motion carried without a negative vote.

Expansion of the existing .5 FTE GIS/Conservation Technician to full-time status. Expansion cost \$26,000 all funded by mitigation/fee structure. **MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to approve the position expansion effective 1/1/2016. Motion carried without a negative vote.

Request for an additional full-time Parks Caretaker position. This request would allow for the development of a County campground, as well as, support the existing parks and recreation programs. **MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to reconsider the request next budget year. Motion carried without a negative vote.

Positions for elimination on the 2016 authorized list of county positions. **MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to approve the elimination of the following positions effective 1/1/2016: full-time Support Technician (Information Systems); part-time Account Clerk (Child Support); part-time Medical Clerk (Sheriff's Department); full-time Court Clerk effective 7/1/16 (Clerk of Circuit Courts). Motion carried without a negative vote.

County employee wage adjustment for 2016. Upon review and consideration of information on comparable wage/salary data, as well as, existing budgetary constraints 1.25% across the board wage adjustment would be approximately \$252,000. **MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to recommend a 1.25% wage adjustment to the county wage schedules for 1/1/2016 to the Finance & Human Resources Committee. Motion carried without a negative vote.

In lieu of a 1.25% increase for employees who still remain at a wage that exceeds the maximum of the wage schedule a lump sum payment was discussed. **MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to recommend to the Finance & Human Resources Committee a stipend payment of \$525 and a stipend of \$125 for those employees coming onto the wage schedule who will not recognize a full 1.25% annual base wage increase. Motion carried without a negative vote.

MOTION: Supervisor Federwitz moved and Supervisor Murphy seconded the motion to go into Closed Session pursuant to WI State Statutes 19.85 (1) (c) for the purposes of consideration of Law Enforcement Officers preliminary settlement offer. Roll Call Vote: Barrington, aye; Murphy, aye; Koeppen, aye; Federwitz, aye. Roll call vote.

CLOSED SESSION

MOTION: Supervisor Federwitz moved and Supervisor Murphy seconded the motion to adjourn the meeting in closed session. Roll Call Vote: Barrington, aye; Murphy, aye; Koeppen, aye; Federwitz, aye.

Respectfully Submitted,

Amanda Welch, HR Director