

## WAUPACA COUNTY HUMAN RESOURCES COMMITTEE

December 1, 2015

The Waupaca County HR Committee met at 10:00 a.m. in Room 1068 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 Federwitz moved and Supervisor Murphy seconded the motion to approve the agenda. 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.

Review of Human Resources Department monthly report on recruitment updates, resignations/retirements, benefits, labor relations matters, etc. The Highway Commissioner updated position description was reviewed. **MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the updated position description. Motion carried without a negative vote. The Highway Committee will be reviewing it as well at their next meeting.

Benefit update. For 2016 Human Resources will be working with a new support team with Anthem. Updates to the county wellness program for 2016 providing opportunities for increased incentives was reviewed. Further discussion at the Finance & HR Committee for final approval.

There were two appeals to the classification of new positions for 2016. Peer Specialist (WC grade 7) and Mentor (WC grade 3). After further review the recommendation is to place the Peer Specialist at (WC grade 8) which is more comparable to the duties and responsibilities of a case manager. The Mentor more closely aligns with the duties and responsibilities of similar positions in (WC grade 5). **MOTION:** Supervisor Murphy moved and County Board Chair Koeppen seconded the motion to approve the amended grading classifications for the 2016 Peer Specialist and Mentor new positions. Motion carried without a negative vote.

Personnel Policies & Procedures updates were discussed. The vacation donation policy currently allows employees to donate a maximum of 2 days. At the request of employees wishing to donate additional days the maximum amount will be increased to 3 days. **MOTION:** County Board Chair Koeppen moved and Supervisor Murphy seconded the motion to approve the policy and procedure amendments. Motion carried without a negative vote.

### CLOSED SESSION

**MOTION:** Supervisor Federwitz moved and County Board Chair Koeppen seconded the motion to go into closed session pursuant WI State Statutes 19.85 (1) (c) for the purpose of negotiations with the

certified Highway Employees Union. Roll Call Vote: Barrington, aye; Murphy, aye; Koeppen, aye; Federwitz, aye. 11:00 a.m.

**MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to return to open session. Roll Call Vote: Murphy, aye; Koeppen, aye; Federwitz, aye. Barrington excused. 12:00 p.m

**MOTION:** Supervisor Federwitz moved and Supervisor Murphy seconded the motion to adjourn the meeting. Motion carried without a negative vote. 12:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Amanda Welch". The signature is written in black ink and has a fluid, connected style.

Amanda Welch, HR Director