

WAUPACA COUNTY HUMAN RESOURCES COMMITTEE

August 17, 2016

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 all present.

OPEN SESSION

MOTION: Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the agenda. Motion carried without a negative vote.

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

No public comment.

Review of Human Resources Department report on recruitment, benefits, safety committee updates, and outstanding employment matters. Employee retirement & resignations update including review of introductory employee resignation and request for vacation payout. Standard personnel policy will apply. Legal update on protective status of corrections officers and status of comparable counties with respect to protective status of corrections personnel.

2017 New Position requests.

- Parent Aide – Department of Health & Human Services. The request is for a part-time 24 hours per week position to provide in-home support to families. Estimated impact will be budget neutral due to elimination of current contract services. **MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the part-time (24 hr/wk) Parent Aide position at a grade 5. Motion carried without a negative vote.
- Economic Support Specialist – Department of Health and Human Services. The request is for a part-time 24 hours per week position to process applications, determine eligibility, maintaining enrollment and investigate fraud/correct discrepancies for Economic Support Programs. Estimated cost will be covered thru the elimination of the current limited term position and thru the reduction in current overtime expense. **MOTION:** Supervisor Federwitz moved and County Board Chair Koeppen seconded the motion to approve the part-time (24 hr/wk) Economic Support Specialist position at a grade 6. Motion carried without a negative vote.
- Aging Program Supervisor – Department of Health and Human Services. The request is for a full-time position to provide direct oversight and administration of the aging programs to include Elderly Nutrition Program, National Family Caregiver Support Program, Alzheimer's Family Caregiver Support Program and Title III-B Supportive Services program. Estimated costs will be covered by capturing ageing program funding as well as thru the reallocation of current DHHS levy allocation. **MOTION:** Supervisor

Murphy moved and Chair Barrington seconded the motion to approve the full-time Aging Programs Supervisor position (labor grade to be finalized). Motion carried without a negative vote.

- Nurse Supervisor – Department of Health and Human Services. The request is for a full time position to provide supervision and program coordination of the public health nursing program. Estimated costs to be offset by some revenue generation, elimination of some contract costs and reallocation of DHHS levy allocation. **MOTION:** Supervisor Federwitz moved and County Board Chair Koeppen seconded the motion to approve the full-time Nurse Supervisor position (labor grade to be finalized). Motion carried without a negative vote.
- Case Manager (CLTS & Community Options) Expansion – Department of Health and Human Services. This is an existing position that is requesting to be expanded from 16 hrs/wk to 24 hrs/wk to provide family centered assessments, support and service coordination to families. Estimated costs will be covered thru additional billable service hours. **MOTION:** Supervisor Murphy moved and Supervisor Federwitz seconded the motion to approve the expansion of the existing part-time case manager position. Motion carried without a negative vote.
- Land Use\Code Enforcement Officer – Planning & Zoning Department. The request is for a part-time 28 hours per week position to provide inspections on various land use permits issued by the department. Estimated cost will be offset by existing revenue from permit fees and any other potential outside sources of funding. Some additional levy funding will be needed (approximately \$2,172). **MOTION:** Supervisor Federwitz moved and County Board Chair Koeppen seconded the motion to approve the part-time Land Use\Code Enforcement Officer position labor grade 10. Motion carried without a negative vote.
- Park Caretaker – Parks & Recreation/Solid Waste Department. The request is for a full-time position to provide any and all needed maintenance tasks within the parks system of Waupaca County to ensure park and facility users have a safe and valuable experience. The request will be tabled and reviewed further at the next meeting when the director is available.
- Patrol Sergeants (2) – Sheriff's Office. The request is for two full-time sergeant officers to provide round the clock supervision in the patrol division of the Sheriff's Office. The request will be tabled and reviewed further at the next meeting when the Sheriff's Administration is available.
- Security Officers (4) – The request is for four full-time security officers to provide security at the Courthouse. The request will be tabled. An ad-hoc committee has been established to review the request.

2017 Human Resources Department Budget. Mandy Welch presented the proposed 2017 budget for the Human Resources Department. **MOTION:** Supervisor Federwitz moved and

Supervisor Murphy seconded the motion to approve the budget and forward to the Finance Committee for further consideration. Motion carried without a negative vote.

Reclassification requests will be reviewed at the next meeting.

MOTION: County Board Chair Koeppen moved and Chair Barrington seconded the motion to adjourn the meeting. Motion carried without a negative vote. 12:15 p.m.

Respectfully Submitted,

Amanda Welch, HR Director