

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE MINUTES

Administration Building
508 New York Avenue - Room 302
Sheboygan WI 53081

September 10, 2014 **Called to Order: 5:00 PM** **Adjourned: 8:30 PM**

MEMBERS PRESENT: Chair Fran Damp, Secretary Ed Procek, Members Devin LeMahieu and Greg Weggeman

MEMBERS ABSENT: Vice Chair Keith Abler

OTHERS PRESENT: Human Resources Director Jean Gallimore, Corporation Counsel Carl Buesing, Supervisor Fay Uraynar, Finance/IT Director Terry Hanson, Controller Pam Kacmarynski, Health and Human Services Director Tom Eggebrecht, Division of Public Health Manager Karlyn Raddatz, District Attorney Joe DeCecco, Office Supervisor Carla Kovalaske, Inspector Jim Risseeuw, Associated Financial Representative Jay Scott and Senior HR Generalist Julie Kinney

Chairperson Damp called the meeting to order at 5:00 PM, in Conference Room 302 of the Administration Building. Chairperson Damp confirmed the meeting was posted September 5, 2014 at 12:35 PM, in compliance with the open meeting law.

County Administrator Adam Payne met with the Committee to review the Corporation Counsel survey that was completed. After review and discussion, it was recommended that the County continue with the Hopp Law Firm for Corporation Counsel Services.

Health and Human Services Director Tom Eggebrecht and Division of Public Health Manager Karlyn Raddatz met with the Committee requesting approval for a change in the Table of Organization. After a brief discussion, a motion was made by Supervisor LeMahieu granting approval. Supervisor Weggeman seconded the motion. Motion carried unanimously.

District Attorney Joe DeCecco and Office Supervisor Carla Kovalaske met with the Committee to request approval for the promotion of two Secretary I's to Secretary II's. A motion was made by Supervisor Weggeman granting approval. Supervisor LeMahieu seconded the motion. After further discussion, motion failed.

Corporation Counsel Carl Buesing met with the Committee to review the proposed 2015 budget. A motion was made by Supervisor LeMahieu granting approval as proposed. Supervisor Weggeman seconded the motion. Motion carried unanimously.

Corporation Counsel Carl Buesing reviewed the proposed Ordinance – Updating Chapter 47 – Salary Grade Classifications. After a brief discussion, a motion was made by Supervisor Weggeman granting approval and forward to the County Board with the refinements as proposed and approved by Human Resources and Corporation Counsel. Supervisor Procek seconded the motion. Motion carried unanimously.

Due to the attendance of Inspector Risseeuw and the remaining agenda items, the Committee deviated from the agenda and proceeded to agenda item review of WPPA MOU (Memorandum of Understanding.) After discussion, a motion was made by Supervisor LeMahieu granting approval of the MOU. Supervisor Weggeman seconded the motion. Motion carried unanimously.

Wednesday, September 10, 2014

Associated Financial Representative Jay Scott met with the Committee to discuss 2015 benefits. HSA's, HRA's and high deductible description plans were reviewed with a recommendation that these plans be given consideration for 2016.

After further discussion with Associated Financial Representative Jay Scott, the recommendation of the 2015 dental program be modified to reflect an annual maximum of \$2000. A motion was made by Supervisor Procek granting approval. Supervisor LeMahieu seconded the motion. Motion carried unanimously.

Controller Pam Kacmarynski met with the Committee to review the 2015 proposed benefit budget. A motion was made by Supervisor LeMahieu granting approval. Supervisor Weggeman seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore met with the Committee to request approval for the appointment of Eric Fehlhaber to the Affirmative Action Committee. A motion was made by Supervisor Procek granting approval. Supervisor LeMahieu seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the Interra Health Lease and the recommendation of Purchasing Agent Bernie Rammer with the Committee. A motion was made by Supervisor Procek granting approval of the renewal. Supervisor LeMahieu seconded the motion. Motion carried unanimously.

Human Resources Director Jean Gallimore reviewed the 2015 proposed Human Resources Department budget with the Committee, along with the RESCEW forms for additional cost of employee health insurance and an additional employee. After discussion, a motion was made by Supervisor LeMahieu granting approval of the 2015 proposed budget. Supervisor Weggeman seconded the motion. Motion carried unanimously.

The Committee considered the RESCEW form for additional cost of employee health insurance. A motion was made by Supervisor LeMahieu granting approval. Supervisor Weggeman seconded the motion. Motion carried unanimously.

The Committee considered the RESCEW form for an additional employee. A motion was made by Supervisor Damp that this item be tabled until the September 24, 2014 meeting. Supervisor Weggeman seconded the motion. Motion carried unanimously.

A motion to go into closed session pursuant to Wis. Stat. §19.85(1)(c) consideration of performance evaluations for Accountant, Administrator, Administrative Assistant, Accountant, Court Clerk, Community Support Specialist, Conservation Technician, Correctional Officer, Economic Support Specialists, Health and Human Services Director, Human Resources Coordinator, Secretary I, Social Services Aide, and Social Worker was made by Supervisor Weggeman. Supervisor LeMahieu seconded the motion. Upon call of the role, all supervisors voted "AYE." Motion carried unanimously.

A motion to go into open session was made by Supervisor Weggeman. Supervisor Procek seconded the motion. Upon call of the role, all supervisors voted "AYE." Motion carried unanimously.

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Page 3

Wednesday, September 10, 2014

A motion was made by Supervisor Weggeman granting approval of the evaluations, step and merit increases as presented. Supervisor Procek seconded the motion. Motion carried unanimously.

A motion to approve of the minutes of August 11, 2014 as presented was made by Supervisor LeMahieu. Supervisor Procek seconded the motion. Motion carried unanimously.

A motion to approve the vouchers as presented was made by Supervisor LeMahieu. Supervisor Procek seconded the motion. Motion carried unanimously.

A motion to adjourn was made by Supervisor Weggeman. Supervisor LeMahieu seconded the motion. Motion carried unanimously, with adjournment at 8:30 PM.

Penny Elsner
Recording Secretary

Ed Procek
Secretary