

**MINUTES OF HUMAN RESOURCES COMMITTEE MEETING**  
**Thursday March 7, 2019**

Present: J. Gifford, L. Raikowski, G. Zastrow, M. Jacowski, V. Miresse

Staff: L. Belanger Tess, S. Wenzler

Others: M. McDonald, K. Mallick, R. Rose

Call to Order

Chairperson J. Gifford called the meeting to order at 5:01 p.m.

Roll Call – Present: J. Gifford, G. Zastrow, L. Raikowski, M. Jacowski, V. Miresse

Review/Approval of Minutes –February 11, 2019

Motion by L. Raikowski to approve minutes for February 11, 2019 as presented. Second by M. Jacowski. Vote: all ayes.

Vendor Invoice List – January 2019 – no questions

Correspondence

- Consumer Price Index – January 2019
- The Frontline Supervisor – February 2019
- The EAP Connection – March 2019
- The Wellbeing Journey – March 2019

Director's Report

None

Public Comments: Members of the public who wish to address the Human Resources Committee on specific agenda items must register their request at this time, with such comments subject to the reasonable control of the Committee Chair as set forth in Robert's Rules of Order.

1. Discussion and Possible Action re:

a. Request for special meeting attendance

- Supervisor Miresse – Request to attend 'A Conference on Overcoming Barriers to Inclusion' in Milwaukee on April 11-12, 2019

Motion by M. Jacowski to approve request for travel expenses to attend "A Conference on Overcoming Barriers to Inclusion." Second by G. Zastrow.

V. Miresse addressed the Committee on his passion for the topic of Diversity and Inclusion and desire to attend this conference to bring back information on how the County can be more inclusive and mindful in hiring to reach groups. He further explained that he applied for and received a scholarship for the conference registration and this request is for the travel expenses.

L. Raikowski asked L. Belanger Tess what the County currently does in this area. L. Belanger Tess stated the County recently revised applicable County policies to be more

inclusive and the County did a County-wide training which included this topic in 2016. To stay in compliance with the County's Civil Rights Plan specific departments, including Human Resources and the County Executive, are required to do regular training.

L. Belanger Tess explained this has been a popular topic in the human resources field and there is always room to do more.

L. Raikowski expressed concern on the topic of sending a County Board Supervisor to a training like this, due to the cost, the precedence it may set, and if the County has the budget to support it. He notes it has been a topic at the Executive Operations Committee.

Vote: all ayes.

- b. Approval of attendance of special meetings – no requests
- c. Special meeting attendance report – if necessary – no reports

2. Update re: Refill of Position Requests

L. Belanger Tess updated the Committee that the new Human Resources Advisor starts on Monday, March 11th replacing Ray Heitzinger.

3. Report re: 2018 Employee Assistance Program (EAP) Utilization Report

L. Belanger Tess reviewed the Annual Utilization report with the Committee.

4. Discussion and Possible Action re: Human Resources Policy 3.11.9.20 – Clothing and Tool Allowances – approval for eligible Parks Department employees to receive a uniform allowance versus uniform reimbursement

Motion by G. Zastrow to approve the change from a uniform reimbursement to a uniform allowance for eligible Parks Department employees. Second by V. Miresse.

L. Belanger Tess noted a correction was needed to the memo that was in the packet regarding the taxable nature of uniform reimbursements. In discussion with J. Jossie, it was noted that the nature of the Parks uniform does not fall under the IRS guidelines for a tax deductible uniform therefore it is taxable as a reimbursement or an allowance, the memo states a reimbursement is non-taxable.

Vote: All ayes.

5. Discussion and Possible Action re: Human Resources Policy 3.11.8.5 – Hours of Work and Overtime, E. Shift Differential – approval to increase shift differential for second (PM) and third (night) shifts for Health Care Center certified nursing assistants, unit clerks, licensed practical nurses, and registered nurses

Motion by M. Jacowski to approve the increase shift differentials for Health Care Center certified nursing assistants, unit clerks, licensed practical nurses and registered nurses. Second by L. Raikowski.

J. Gifford asked M. McDonald where the money would be coming from to fund the increase in the shift differentials. M. McDonald explained that the increase in shift premiums will help with recruiting and turnover, so some savings will come from reduced overtime as well as from reduced need for agency services to fill shifts. L. Belanger Tess also expressed that in

review with Finance Director Jossie, the Health Care Center will be utilizing wages saved from the vacant MDS Coordinator position to offset the current year increase. It was explained the Finance Department decided a budget adjustment will not be requested at this time, instead the department's budget will continue to be monitored and if a budget adjustment is needed to cover the cost a budget adjustment will be done at that time.

Vote: all ayes.

Motion by M. Jacowski to enter into Closed Session. Second by V. Miresse. Roll Call Vote: J. Gifford – aye, G. Zastrow – aye, M. Jacowski – aye, L. Raikowski – aye, V. Miresse – aye.

Entered into Closed Session pursuant to 19.85 (1)(c) for the purpose of:

Discussion and Possible Action re: Request for Extended Leave Without Pay for Health Care Center Certified Nursing Assistant. Closed Session pursuant to Wis. Stats. 19.85 (1)(c)

Motion by V. Miresse to reconvene into Open Session for the purpose of taking action on Closed Session items. Second by L. Raikowski. Vote: all ayes.

Motion by M. Jacowski to approve the Request for Extended Leave Without Pay for the Health Care Center Certified Nursing Assistant thru May 17, 2019, or earlier if a valid Return to Work slip is presented, and if further extension is needed the medical documentation and request must be received within 5 business days of the last appointment. Second by L. Raikowski. Vote: all ayes.

Next Meeting: Thursday, April 4, 2019 at 5:00 p.m.  
May 2019 meeting date to be determined at next meeting

Motion to adjourn by V. Miresse. Second by L. Raikowski. Vote: all ayes.

Meeting adjourned 6:00 p.m.