

Chairperson: Supervisor James J. Schmitt
Committee Clerk: Jodi Mapp, 278-4073
Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL
Friday, February 1, 2008 -- 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Coggs-Jones, Borkowski, *De Bruin, Quindel, Weishan, and Schmitt (Chair)

EXCUSED: Supervisor Cesarz

*Supervisor De Bruin was not present at the time of roll call but appeared shortly thereafter.

SCHEDULED ITEMS:

1. 08-15(a) From Director of Human Resources relative to requests to the Civil Service Commission regarding determination of whether a position will be in the "classified" or "unclassified" service. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

2. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCES:

Cynthia Archer, Interim Director, Department of Administrative Services
Mary Dutkiewicz, Analyst, Human Resources
James Hennen, Support Program Coordinator, CMO, Dept. on Aging
Dr. Karen Jackson, Director, Human Resources
James Tate, Analyst, Human Resources

Questions and comments ensued.

- 03:44 The following people appeared and spoke regarding this item:
Ms. Beth Werve, AFSCME, Local 645
Mr. William Mollenhauer, AFSCME DC48

The Committee took no action regarding this item.

SCHEDULED ITEMS:

3. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

4. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

5. 06-88(a) A. An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Sushil Pillai, Ceridian Implementation Program Manager (SysLogic)
Dennis John, Chief Information Officer, IMSD-DAS
Greg Gracz, Director, Labor Relations
Scott Manske, Controller, Administration and Fiscal Affairs, DAS
Cynthia Archer, Interim Director, Department of Administrative Services
Dr. Karen Jackson, Director, Human Resources

- 01:13 Mr. Pillai indicated that the fourth Ceridian payroll has just been generated. Progress is being made every step of the way. Milwaukee County employees are learning a lot and are beginning to become very acclimated with the system. He stated like any large system or implementation of this nature, there are a lot of specific things that need to be done. The implementation team is working on those things right now. This will continue through February and March with the understanding that employees are still learning to use the system more effectively. Mr. Pillai went on to state they are also in the process of creating an open items list of large issues, including processing issues, that need to be addressed. This will ensure there is a common understanding among all field payroll clerks on how the system operates.

Questions and comments ensued.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

- 05-497 B. An adopted resolution authorizing and directing the Director,
(a) Department of Administrative Services (DAS) and the Director,
Division of Human Resources, DAS, to develop a reallocation plan
that reflects the efficiencies expected to be achieved and the future
County-wide deployment of human resources staff due to the
implementation of the Ceridian human resource system. **(1/27/06:
Chairman requested monthly status reports from the Director of
DHR regarding any efficiencies, savings, job shifting and where the
initiative is headed.) (REPORT FROM DIRECTOR, DHR –
INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE
COMMITTEE)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources

- 00:44 Dr. Jackson referred to Ceridian as a rule based, decentralized system
that allows information to be closer to the source. She indicated in the
beginning, it was wondered what the role of payroll clerks would be and
if they would be fully utilized. Throughout the implementation of
Ceridian, it was learned that payroll clerks are a very critical component
or the nerve center of the Ceridian system. They ensure that employees
are entered and changes are made in the system accurately and timely,
which is a crucial part of the process. When a new employee is entered,
it is populated throughout the system including benefits.

Dr. Jackson provided statistics as they relate to jobs and positions within
the County. She spoke on the Ceridian Recruiting System (CRS) and
indicated this system will replace the currently used Applicant
Information Management System (AIMS). She explained that CRS is a
customized program made specifically for Milwaukee County. It is the
key software for DHR that will generate the certification lists of potential
hires that go out to departments. Dr. Jackson stated that she will be able
to report on CRS in more detail in the next couple of months. Once
CRS is fully implemented, the Committee will have a better view of how
Ceridian has helped Milwaukee County become more modernized,
efficient, and service oriented.

Questions and comments ensued.

- 07:50 Mr. William Mollenhauer, AFSCME DC48, appeared and spoke
regarding this item.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

6. 07-269 From the Director, Department of Administrative Services, and the Chief
(a)(a) Information Officer, DAS-IMSD, requesting authorization to execute a professional services contract amendment with SysLogic, Inc. in the amount of \$99,800. **(Also to the Committee on Finance and Audit)**

APPEARANCE:

Mary Reddin, Deputy Chief Information Officer, IMSD-DAS

- 00:53 Ms. Reddin stated the basic reason for extending the SysLogic contract is there is work yet to be done. It is absolutely essential to continue the SysLogic services for another several months to complete customizations and implement the Ceridian Recruiting System. Specifically, this includes overall program management in addition to payroll implementation support. She explained that overall program management involves oversight of the day-to-day issue resolution of the project work plans. The payroll support is an individual who works day and night with Mr. Scott Manske to ensure that payroll gets out correctly. This support is critical.

ACTION BY: (Quindel) Approve. 6-0

AYES: *Coggs-Jones, Borkowski, De Bruin, Quindel, Weishan, and Schmitt (Chair) – 6

NOES: 0

****Supervisor Coggs-Jones was not present at the time the roll was called but later requested unanimous consent to be recorded as voting Aye on this item. Upon hearing no objections, it was so ordered by Chairman Schmitt.***

7. 08-56 From the Airport Director requesting authorization to allow for the dual filling of the Deputy Airport Director-Finance/Administration position.

00:01 **ACTION BY: (Quindel) Approve. 6-0**

AYES: Coggs-Jones, Borkowski, DeBruin, Quindel, Weishan, and Schmitt (Chair) – 6

NOES: 0

Item #s 8 and 9 were considered together.

8. 08-70 From the Director of Labor Relations requesting authorization to extend the Herman Torosian (Arbitration Services) contract through December 31, 2008, and increase funds in the amount of \$30,000 to ensure that expenses for the permanent arbitrator do not exceed current contract limits.

SCHEDULED ITEMS:

SEE ITEM #9 FOR COMMITTEE ACTION

9. 05-518 From the Director of Labor Relations requesting authorization to extend
(a)(b) the Davis & Kuelthau S. C. contract through 2009 and increase funds in
the amount of \$200,000 to ensure that expenses for interest arbitration
do not exceed budget and current contract limits.

APPEARANCE:

Greg Gracz, Director, Labor Relations

Questions and comments ensued.

05:05 Mr. Jack Hohrein appeared and spoke regarding this item.

ACTION BY: (Quindel) Approve Item #s 8 and 9. 6-0

AYES: Coggs-Jones, Borkowski, De Bruin, Quindel, Weishan, and
Schmitt (Chair) – 6

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

10. 06-350 Status Report from the Employee Health Care Work Group on Employee
(a) Health Care. **(Also considered by the Committee on Finance and
Audit.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED
BY THE COMMITTEE)**

Item #s 10 and 11 were considered together.

11. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining
agreements.

***ACTION BY: (Coggs-Jones) Adjourn into closed session under the
provisions of Wisconsin Statutes, Section 19.85(1)(c), (e),
(g), for the purpose of discussing Item #s 10 and 11
above. At the conclusion of the closed session, the
Committee may reconvene in open session to take
whatever action(s) it may deem necessary on the
aforesaid item. 6-0***

AYES: Coggs-Jones, Borkowski, De Bruin, Quindel, Weishan, and
Schmitt (Chair) – 6

NOES: 0

The Committee convened into closed session at approximately

SCHEDULED ITEMS:

10:30 a.m. The Committee did not reconvene back into open session.

STAFF PRESENT:

Cynthia Archer, Interim Director, Department of Administrative Services

Mary Dutkiewicz, Analyst, Human Resources

James Hennen, Support Program Coordinator, CMO, Dept. on Aging

Dr. Karen Jackson, Director, Human Resources

James Tate, Analyst, Human Resources

Dennis John, Chief Information Officer, IMSD-DAS

Greg Gracz, Director, Labor Relations

Scott Manske, Controller, Administration and Fiscal Affairs, DAS

Mary Reddin, Deputy Chief Information Officer, IMSD, DAS

Rick Ceschin, Research Analyst, County Board

This meeting was recorded. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes along with the audio recording of this meeting are available in the County Board Committee Services Division.

Length of meeting: 9:08 a.m. to 11:08 a.m.

Adjourned,

Jodi Kapp

Committee Clerk

Committee on Personnel

Chairperson: Supervisor James J. Schmitt
Committee Clerk: Jodi Mapp, 278-4073
Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Friday, March 14, 2008 – 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair)
EXCUSED: Supervisors Cesarz and De Bruin

SCHEDULED ITEMS:

1. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

The Committee took no action regarding this item.

2. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources

Discussion ensued regarding this report.

The Committee took no action regarding this informational report.

3. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

4. 06-88(a) A. An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

SCHEDULED ITEMS:

APPEARANCES:

Dennis John, Chief Information Officer, IMSD-DAS

Mary Reddin, Deputy Chief Information Officer, IMSD-DAS

Sushil Pillai, Ceridian Implementation Program Manager (SysLogic)

Jerry Heer, Director of Audits

Cynthia Archer, Interim Director, Department of Administrative Services

02:02 Mr. John indicated that the seventh Ceridian payroll has just been generated. Issues continue to decrease as time goes on, which is definitely a sign of improvement. Due to the experience gained with every payroll processed, an understanding has come as to how the system actually works. There were processes and systems identified that need improvement and modification to enable functionality the way it was anticipated. There are currently programmatic issues that are still outstanding that primarily affect the central payroll office. Most of these issues are not evident to employees receiving paychecks. They are temporarily being resolved by manual methods while work is being done to fix the problems in Ceridian. The program changes are expected to be in place within the next month or two.

Mr. John stated a series of strategic meetings have been held with field payroll clerks, union representatives, and internally over the last couple of weeks to identify items that are of concern and ways to improve the process. The result has been an evaluation of the way the project team communicates with field payroll clerks as well as central payroll. He indicated they will be readdressing training for the field due to the fact that a number of processes have changed over the last three months. This will enhance their perspective of the applications. There is also a user group meeting that takes place every other Thursday, which allows payroll clerks to provide feedback as to how the system is working.

Mr. John informed the Committee that weekly meetings held with the Behavioral Health Division (BHD) have been very productive. A point has been reached, regarding process improvements and a comfort level with the system, where meetings are now being held every other week. Training has also been initiated for employees in financial areas both in the field and centrally to get feedback on what reports are necessary for their departments that might be missing out of the system.

He went on to state the process in place for addressing actual paycheck discrepancies has worked well and there has been a dramatic decrease in the quantity of these types of errors. Mr. John

SCHEDULED ITEMS:

indicated that they continue to work on the Ceridian Recruiting System (CRS) module and anticipates implementation within the next couple of months.

- 07:51 Ms. Reddin indicated that she knows the Committee expects the system to operate without the benefit of additional consultants. This process won't happen all at once. Some consultants that were involved with data conversions and testing early on in the project are no longer on site as of last year. The consultants who remain include Mr. Pillai, who will be around for a while. His role going forward will be more as a mentor to those who manage the ongoing process ensuring that things are being done right. A high level sponsors communication group has been established who meet biweekly with a high level executive from Ceridian to review issues and to see to the ongoing future of the management of the system. Ms. Reddin stated that she realizes the importance of knowledgeable County employees, along with the ongoing people who will be on site to maintain the system, is critical.
- 12:19 Mr. Pillai stated they have been working on transitioning out consultants since January and are looking at how they can diminish their role and build the expertise within the County to take the leadership role.
- 18:06 Mr. Heer stated there is still an intensive amount of manual work that is being done by an overstressed and understaffed central accounting/payroll division, which is not acceptable and not sustainable. The ability of Ceridian to generate good management reports has been low on the list of priorities and needs to be addressed to really gain the value of this automated system that Milwaukee County has invested an extensive amount of time and money in.

Questions and comments ensued.

The Committee took no action regarding this informational report.

- 05-497(a) B. An adopted resolution authorizing and directing the Director, Department of Administrative Services (DAS) and the Director, Division of Human Resources, DAS, to develop a reallocation plan that reflects the efficiencies expected to be achieved and the future County-wide deployment of human resources staff due to the implementation of the Ceridian human resource system. **(1/27/06: Chairman requested monthly status reports from the Director of DHR regarding any efficiencies, savings, job shifting and where the initiative is headed.) (REPORT FROM DIRECTOR, DHR –**

SCHEDULED ITEMS:

INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources

00:38 Dr. Jackson indicated that the focus of the project has now shifted to the CRS system. Human Resources is working with the team assigned to try and get all the rules built into the system to enable the system to replicate what is currently being done by hand. The purpose is to turn what is now on paper into an electronic transaction. When a person submits an application, the system will be able to carry this applicant all the way through the process administering the necessary civil service and ordinance rules that DHR has to abide by. This will ensure eligibility and certified lists get out to departments in a timely manner.

Questions and comments ensued.

The Committee took no action regarding this informational report.

5. 08-114 From the Director, Department of Health and Human Services, requesting authorization for a change in the pay policy governed by Chapter 17.16(2) of the Milwaukee County General Ordinances regarding holiday pay for physicians and psychiatrists. **(Also to the Committee on Health and Human Needs.)**

APPEARANCE:

Corey Hoze, Director, Department of Health and Human Services

01:09 Mr. Hoze explained that within the GENESYS payroll system, BHD had a mechanism to pay its physicians and psychiatrists time-and-a-half pay for required work on holidays. Upon implementation of the Ceridian Time and Attendance system in December of 2007, this past practice could not continue without a formal pay policy change. The Department is requesting this change in the ordinance as an incentive to recruit and retain medical staff to fulfill the hospital's required 24/7 coverage needs on holidays. The Department also requested the amendment that was before the Committee on Health and Human Needs to exclude Christmas Eve and New Year's Eve.

SCHEDULED ITEMS:

ACTION BY: *(Quindel) Concur with the action taken by the Committee on Health and Human Needs and Approve. 5-0*

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

Item #s 6 and 7 were considered together.

6. 07-269(a)(b) From the Acting Director, Department of Administrative Services, and the Controller, Administration and Fiscal Affairs, DAS, requesting authorization to execute a professional services contract amendment with SysLogic, Inc. in the amount of \$40,000. **(Also to the Committee on Finance and Audit.)**

SEE ITEM #7 FOR COMMITTEE ACTION

7. 08-110 From the Acting Director, Department of Administrative Services, requesting authorization to execute a professional services contract amendment with Accountemps for payroll services in the amount of \$17,000. **(Also to the Committee on Finance and Audit.)**

ACTION BY: *(Quindel) Approve Item #s 6 and 7. 5-0*

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

8. 07-368(a)(c) An adopted Resolution by Supervisor Borkowski authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committee on Judiciary, Safety, and General Services.) (Reports due from the House of Correction Superintendent and the Director of Audits.)**

APPEARANCES:

Jerry Heer, Director of Audits

Ron Malone, Superintendent, House of Correction (HOC)

Douglas Jenkins, Deputy Director of Audits

Jon Priebe, Fiscal Affairs, Sheriff/HOC

Jeff Mayer, Assistant Superintendent, HOC

- 01:11 Mr. Heer stated the analysis done by his department was conducted for the period 2003 through 2007. The results of this analysis shows

SCHEDULED ITEMS:

Correctional Officer (CO) 1s' total hours worked on a regular basis decreased 13% while overtime hours increased 207%. The average for each officer as it relates to overtime hours worked equates to an increased level of 218%. During the same timeframe, Family Medical Leave (FML) showed a dramatic increase of over 100%. Work related injury time increased sharply by 140%, and the use of excused time off and sick time off increased respectively by 25% and 32%. The average CO at the HOC worked 163 fewer regular hours in that timeframe.

Mr. Heer stated the conclusion reached from the audit is that there has been a vicious cycle of existing staff working a greater proportion of forced overtime, which results in increased stress levels leading to a greater reliance on unconventional means of obtaining time off. As far as the staffing levels are concerned, the HOC is short 23 CO 1 positions of its desired level. Although the report reflects the HOC is 23 positions understaffed, the combined effect of this dramatic increase in these unconventional time off days is really the equivalent of another 34 positions. The 23 positions can be addressed. The 34 positions equivalent, due to the nature of time off, is something that will require a significant turnaround in corporate culture, morale, and the management of HOC staff.

Mr. Heer went on to state there are a number of things that affect the staffing level needs. They include inmate population levels, the number of posts and staff deployment, staff turnover, and recruiting efforts. It is important to note that 53% of the overtime for CO1s was forced as opposed to voluntary. The level of staffing of overtime versus the level of budgeted overtime was 63% more than what was budgeted. As a result, 66% of grievances filed by CO1s were related to forced overtime. FML definitely needs to be addressed. CO1s are using up 98% of their allotted sick leave time. The work related injury time off is also of great concern. Many of these increases are driven by the short staffing at the HOC.

In closing, Mr. Heer stated the efforts to aggressively recruit and bring in more CO1s have begun to show results. Those efforts need to be sustained. He indicated the need for a fiscal and budget administrator is a necessity to assist management with getting a better handle on staffing and budgeting issues. He detailed tools that the Board, as a legislative body, can use to provide more effective oversight of the HOC.

Questions and comments ensued.

SCHEDULED ITEMS:

19:26 In response to the audit, Mr. Malone indicated that he agrees with the majority of the points raised. With the audit, the Administration now has documentation to substantiate requests relating to recruitment and positions for hire. He indicated the data speaks for itself. He agrees with the recommendations made and the fact that the HOC could use more daily fiscal monitoring for a strategic planning point of view. Mr. Malone stated it is difficult to ask for more resources when you have vacancies. He stated administration will continue to monitor the use of FMLA; aggressively enforce the policies that the County has in place; and focus on recruitment, overtime, turnover issues, and ways to streamline the process.

Discussion ensued at length.

The following people appeared and spoke in regards to this item:

28:19 Mr. Kevin Schoofs, AFSCME 567
Ms. Penni Secore, AFSCME
Mr. Roy Felber, Milwaukee Deputy Sheriffs' Association
Mr. Rich Graber, Milwaukee Deputy Sheriffs' Association
Mr. Rick DeSpears, DC48, Local 170

ACTION BY: (Quindel) Concur with the action taken by the Committee on Finance and Audit and Approve. 5-0

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

9. 07-379(a) **Adopted 2008 Budget Amendment 1A045** directed the Chief Judge and Clerk of Circuit Court to furnish a report to the County Board for consideration at its March 2008 meetings on the use of temporary staff services. This report should include actual expenditures for 2007 and the steps being taken to reduce reliance on temporary help in 2008. **(Also to the Committees on Finance and Audit and Judiciary, Safety & General Services.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

John Barrett, Clerk of Circuit Court, County Funded State Court Services

00:46 Mr. Barrett stated their workload has stayed the same or increased. He indicated there were several reasons that contributed to their inability to fill vacancies toward the end of last year, which includes the fact that the Department of Administrative Services (DAS) held up positions

SCHEDULED ITEMS:

and the lack of a good list from Human Resources. These issues have been resolved in that DAS and Human Resources are trying their best to provide viable lists in a timely fashion. This year, the one exception happens to be Deputy Court Clerks. Mr. Barrett indicated he met with Dr. Jackson of Human Resources and a plan was coordinated to address the Deputy Court Clerk issue. These vacancies effect their ability to curtail the use of temporary staff, which leaves them dependent upon temporary staff for those positions.

The Committee took no action regarding this informational report.

10. 07-420(a) An adopted resolution directing the Direct Deposit Implementation Task Force to study and make recommendations to fully implement direct deposit for all County payroll checks and submit its findings within 90 days of its establishment. **(Also to the Committee on Finance and Audit) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

00:30 There was not a representative present from the Treasurer's Office. However, the Chairman stated he had a conversation with Treasurer Diliberti who informed him that the Task Force did meet and there will be progress reports forthcoming.

The Committee took no action regarding this informational report.

11. 07-480(a) An adopted resolution by Supervisor De Bruin, directing the Director, Department of Administrative Services – Division of Employee Benefits, to evaluate and report on additional options to aid Milwaukee County employees in creating a smoke-free work environment. **(Also to the Committee on Finance and Audit.) (12/14/07: Report due from Director of Employee Benefits.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

David Arena, Director, Employee Benefits Division

00:40 Mr. Arena stated there is a program within the Wellness program that is called "Commit to Quit." It is a four-part program, which is very extensive and fairly successful. According to APS Healthcare, this will be a tremendous help to those people who wish to quit smoking. Options considered in the study included expansion of the benefit programs that cover prescription drugs that help curtail smoking. An analysis was conducted, with the help of Medco, where they took a look at similar peer companies and made a determination that if the

SCHEDULED ITEMS:

benefit program was expanded to cover such products as Zyban, Nicotrol, and Chantix (three of the more popular prescriptions that help control the urge to smoke), there would be a substantial increase in costs. It is recommended by Mr. Arena, at this point, to utilize the investment that is currently being made through Wellness and the smoking cessation programs built into it.

Mr. Arena indicated that with the additional information received from health risk appraisals, which everyone will get an incentive to participate, they will get a better handle on the numbers in terms of problems with smoking addiction. It will also provide a chance to see how effective the program currently in place is before the next step is taken to expand the costs of the benefit programs.

The Committee took no action regarding this informational report.

12. 08-129 From the Director, Employee Benefits Division, requesting an amendment to Chapter 17.14(7)(z) of the Milwaukee County General Ordinances to extend Wellness incentive payments to eligible Non-Represented Employees and Spouses.

APPEARANCE:

David Arena, Director, Employee Benefits Division

- 00:21 Mr. Arena stated that as a result of the Wellness program being installed, an adjustment to the ordinances is needed to cover non-represented employees.

Questions and comments ensued.

ACTION BY: (Borkowski) Approve. 5-0

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

13. 08-131 From the Director, Employee Benefits Division, requesting ratification of the Benefit Director's acceptance of WPS' offer to terminate its contract between Milwaukee County and WPS for administration of its self insured health care plan for employees and retirees effective January 1, 2009, and further authorize the Director to negotiate a transition to a successor administrator. **(Also to the Committee on Finance and Audit.)**

SCHEDULED ITEMS:

APPEARANCES:

David Arena, Director, Employee Benefits Division
William Domina, Corporation Counsel

00:35 Mr. Arena stated that as a result of an on-going dispute between WPS and Aurora Healthcare, WPS was not able to contract directly with Aurora to provide a PPO agreement for Milwaukee County's employees and retirees enrolled in the County's PPO Plan for 2008 for their providers, which needs to be accessed in order to fulfill our collective bargaining agreements. Because of this, WPS offered to withdraw the final year of the contract. Mr. Arena recommended the termination to be able to fulfill collective bargaining agreements in 2009.

01:52 Mr. Domina indicated that this is a contract issue and explained the details.

ACTION BY: (Borkowski) Approve. 5-0

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

Item #s 14 and 15 were considered together.

14. 08-82 From the Director, Zoological Department, requesting authorization to create one Group Sales Assistant position at the Zoo. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

SEE ITEM #15 FOR COMMITTEE ACTION

15. 08-108 From the Medical Examiner's Office requesting authorization to create one position of Forensic Investigator effective March 23, 2008, consistent with the 2008 Adopted Budget. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

ACTION BY: (Borkowski) Approve Item #s 14 and 15. 5-0

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

SCHEDULED ITEMS:

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

Item #s 16 and 17 were considered together.

16. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

SEE ITEM #17 FOR COMMITTEE ACTION

17. 08-P-02 From the Director of Labor Relations, submitting an informational report regarding recent arbitration awards. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

ACTION BY: (Coggs-Jones) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #s 16 and 17 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 5-0

AYES: Coggs-Jones, Borkowski, Quindel, Weishan, and Schmitt (Chair) – 5

NOES: 0

The Committee convened into closed session at approximately 11:15 a.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Dr. Karen Jackson, Director, Human Resources, DAS
Dennis John, Chief Information Officer, IMSD-DAS
Mary Reddin, Deputy Chief Information Officer, IMSD, DAS
Jerry Heer, Director of Audits
Cynthia Archer, Interim Director, Department of Administrative Services
Corey Hoze, Director, Department of Health and Human Services
Ron Malone, Superintendent, House of Correction
Douglas Jenkins, Deputy Director of Audits
Jon Priebe, Fiscal Affairs, Sheriff/House of Correction
Jeff Mayer, Assistant Superintendent, House of Correction
John Barrett, Clerk of Circuit Court, County Funded State Court Services
Mary Dutkiewicz, Analyst, Human Resources
James Hennen, Support Program Coordinator, CMO, Dept. on Aging
David Arena, Director, Employee Benefits, DAS
William Domina, Corporation Counsel
Greg Gracz, Director, Labor Relations
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:00 a.m. to 11:57 a.m.

Adjourned,

Jodi Kapp

Committee Clerk
Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Friday, May 16, 2008 – 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, Weishan, Dimitrijevic, Thomas and Cesarz (Chair)

EXCUSED: Supervisor De Bruin

SCHEDULED ITEMS:

1. 08-171 From the County Board Chairman, appointing John Michael (Mickey) Maier to the Milwaukee County Pension Board, to fill the vacancy that will be created by the expiring term of Mr. Thomas A. Weber, for a three-year term expiring April 2011.

APPEARANCE:

Terrence Cooley, Chief of Staff, County Board

- 00:22 Mr. Cooley introduced Mr. Maier to the Committee who then provided detailed comments regarding his background and experience.

ACTION BY: (Dimitrijevic) Approve. 6-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 6

NOES: 0

2. 08-149 Reappointment referred back, 03/20/08, to the Committee on Personnel, of Mr. Jeffrey J. Mawicke to serve on the Milwaukee County Pension Board for a term expiring April 30, 2011.

APPEARANCE:

William Domina, Corporation Counsel

- 00:21 Mr. Domina informed the Committee that Mr. Mawicke was not present and assumed that Mr. Mawicke was not aware that his reappointment was before the Committee this cycle.

ACTION BY: (Weishan) Approve. 6-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 6

NOES: 0

SCHEDULED ITEMS:

3. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

The Committee took no action regarding this item.

4. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Cindy Archer, Acting Director, Department of Administrative Services

Questions and comments ensued.

The Committee took no action regarding this informational report.

5. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

6. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(REPORT FROM DAS AND DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Dennis John, Chief Information Officer, IMSD-DAS

Mary Reddin, Deputy Chief Information Officer, IMSD-DAS

- 00:44 Mr. John indicated they are nearing what is referred to as maintenance mode. Human Resource Information Systems (HRIS) are very complex, especially when dealing with many types of union systems and union policies. It is also difficult when you are dealing with custom applications that have been written over a number of years that include both modifications based on policies and modifications that have been made on past practice as well. Dismantling outdated customizations and putting them into a vendor provided product requires the investment of a lot of work and time.

SCHEDULED ITEMS:

Mr. John stated the twelfth paycheck has been generated and paid out of the Ceridian system. A great deal of progress has taken place over the last twelve pay periods. There are still a number of items that are being addressed, most of which are programmatic. Those types of processes are being taken very slowly and methodically purposefully to make sure each change in the programming system does not effect something that is currently working correctly.

Mr. John went on to state that Ceridian has been a great partner through all of this. Status meetings are being held regularly. There is only one module yet to be implemented, and that is the recruiting system. Mr. John is working closely with Dr. Jackson and her team in HR. They anticipate this going live by the end of June.

Questions and comments ensued.

Ms. Patty Yunk appeared and registered to speak, however, she was unable to stay for this item.

The Committee took no action regarding this informational report.

7. 08-201 From the Director, Department of Human Resources, requesting authorization to enter into a three-year contract with ACL Laboratories for the Milwaukee County Drug and Alcohol Program for Drug Testing and Medical Review Officer (MRO) Services with the option of two one-year extensions.

01:12

ACTION BY: (Dimitrijevic) Approve. 6-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 6

NOES: 0

8. 07-420(a)(a) From County Treasurer, submitting a report on the recommendations to fully implement Direct Deposit for all employees from the Direct Deposit Implementation Task Force. **(Also to the Committee on Finance and Audit)**

APPEARANCE:

Rex Queen, Deputy Treasurer, Treasurer's Office

00:58

Mr. Ceschin distributed and explained the amendment (copy attached to original minutes) to the Committee that was offered by Supervisor Thomas and approved by the Committee on Finance and Audit.

SCHEDULED ITEMS:

02:19 ***ACTION BY: (Thomas) Concur with the action taken by the Committee on Finance and Audit and Approve as AMENDED. 6-0***
AYES: Larson, Borkowski, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 6
NOES: 0

9. 07-368(a) An adopted Resolution by Supervisor Borkowski authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (03/14/08: Monthly status report due on implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jerry Heer, Director of Audits
Ron Malone, Superintendent, House of Correction (HOC)
Dr. Karen Jackson, Director, Human Resources
Jeff Mayer, Assistant Superintendent, HOC

01:13 Mr. Malone addressed the department’s recruitment and respite efforts, which include the application and testing process, background checks, filling vacancies, and the turnover rate. New initiatives being implemented include contacting people for exit interviews, incentives, communication training that is now incorporated into employee orientation, and communication training at the management level. He stated they will continue to work together to refine and make improvements.

02:40 Mr. Heer stated there has been substantive progress in addressing the issues that has developed over the last year or so at the HOC. Particularly, with the audit recommendations. He indicated that they are pleased with the number of steps that have been taken including filling all of the current Correctional Officer (CO) positions. However, that still may not be enough. There needs to be a reconsideration of the entire staffing pattern. Mr. Heer also stated that in the Audit staff’s opinion, an additional 23 positions are needed to be created and filled.

Mr. Heer explained the other critical resource that the HOC needs is a fiscal manager hired and functioning at a high level commensurate to

SCHEDULED ITEMS:

the challenges and responsibilities entailed. This also was an audit recommendation. Human Resources conducted the recruitment process and actually hired and filled that position. This was important in order to get a handle on not only the budget but also the HR and position management issues. Now that the positions are filled, the challenge is getting a handle on family medical leave (FML) issues, sick leave, and injury time off. Administration needs to learn how to manage positions in a way that is more effective, productive, and creates much less stress on the COs.

Mr. Heer indicated this is just a first step. There are many more things that need to happen to turn this operation back around. This is not a problem that can be solved with a one time fix of adding a number of bodies. Sustaining the efforts the HOC is making to resolve issues is the challenge. You can hire people, but you need to keep them and make sure they are trained and managed in a way that alleviates the stress and helps the HOC meet their core mission of tending to the people incarcerated in their custody.

05:27 Dr. Jackson informed the Committee that they have been interviewing for the vacant FML position within their office. They even extended the application process due to the initial low response. They did get additional applicants due to the extension and interviewing will continue for the next couple of weeks. Dr. Jackson hopes to have the position filled at which time she will present that information to the Committee for the next cycle.

15:47 Mr. Maier provided the Committee with numbers as they relate to filled positions, sick time usage, off days, and FML. Mr. Maier stated that with the new staffing plan, Administration is doing everything possible to afford staff time off.

The following people appeared and spoke regarding this item:

Mr. Justin Froggatt, DC48, Local 567

Ms. Penni Secore, AFSCME DC48, Locals 567/1656

Mr. Sam Zielinski

Mr. Sandy Biscontine

Mr. Dale Palkowski

The following people appeared but did not speak regarding this item:

Mr. Rodney Harris

Mr. Kevin Schoofs

SCHEDULED ITEMS:

1:23:18 Supervisor Borkowski requested that the following information be added to the monthly reports: how many days were mandatory overtime and the reasons why.

The Committee took no action regarding this informational report.

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

10. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item # 10 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 6-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 6

NOES: 0

The Committee convened into closed session at approximately 11:17 a.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Terrence Cooley, Chief of Staff, County Board
William Domina, Corporation Counsel
Cynthia Archer, Acting Director, Department of Administrative Services
Rex Queen, Deputy Treasurer, Treasurer's Office
Dennis John, Chief Information Officer, IMSD-DAS
Mary Reddin, Deputy Chief Information Officer, IMSD, DAS
Ron Malone, Superintendent, House of Correction
Jerry Heer, Director of Audits
Dr. Karen Jackson, Director, Human Resources, DAS
Jeff Mayer, Assistant Superintendent, House of Correction
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:03 a.m. to 11:35 a.m.

Adjourned,

Jodi Kapp

Committee Clerk
Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Monday, June 23, 2008 -- 2:00 p.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, De Bruin Weishan, Dimitrijevic, Thomas and Cesarz (Chair)

SCHEDULED ITEMS:

1. 08-15(a) From Director of Human Resources relative to requests to the Civil Service Commission regarding determination of whether a position will be in the "classified" or "unclassified" service.
(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

The Committee took no action regarding this informational report.

2. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

Appearance:

Jertha Ramos-Colon, Human Resources Manager, County Funded State Court Services

Questions and comments ensued.

- 01:28 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this item.

3. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Appearances:

Molly Pahl, Fiscal Operations Manager, House of Correction
Dr. Karen Jackson, Director, Human Resources

SCHEDULED ITEMS:

Questions and comments ensued.

01:28 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this informational report.

4. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

5. 08-25(a) From County Board Staff relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP) positions in the Division of Human Resources. **(Recommendations to be implemented unless Supervisor(s) object.)**

The Committee took no action regarding this item.

6. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(Also to the Committee on Finance and Audit.) (REPORTS FROM DAS AND DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Dennis John, Chief Information Officer, IMSD-DAS
Dr. Karen Jackson, Director, Human Resources

00:38 Mr. John provided the Committee with an update on the payroll system by reporting that a great deal of progress has been made from an error standpoint. Back in December of 2007 when the first Ceridian paychecks were generated, there was the possibility of potentially impacting anywhere from ten to twenty percent of employees in regards to paycheck discrepancies. Now, on average, only two to four paychecks a pay period have to be corrected, which is a tremendous difference. This reflects progress and improvements on how the system is being managed. This is primarily due to people becoming more acquainted with the system. Mr. John stated field payroll clerks have been very integral. System enhancements are continually being worked on. There are still a number of manual

SCHEDULED ITEMS:

processes that are being done until enhancements are put into place. Items have been identified post implementation as well as pre-implementation that are not quite ready, but work continues to be done on those issues in order to reach a final maintenance mode in the payroll time and attendance system.

02:26 Dr. Jackson stated they are on the verge of being able to enact the Ceridian Recruitment System (CRS), which is on track to go live July 1, 2008. In preparation of going live, hiring managers and DHR staff have had a week of training. Parallel testing has been done, and they are pleased with the results. Dr. Jackson went on to state there is still a lot to be learned, but most of the work can now be done online. They are also working on details to make sure the display is user friendly.

Questions and comments ensued.

The Committee took no action regarding this informational report.

7. 08-227 From the County Executive, appointing Dr. Karen R. Jackson to the position of Director of Human Resources for Milwaukee County.

Appearance:

Cindy Archer, Director, Department of Administrative Services (DAS)

00:20 Ms. Archer appeared on behalf of the County Executive and introduced Dr. Jackson to the Committee and summarized her background and experience with Milwaukee County detailing her aggressiveness in pursuing new initiatives. Dr. Jackson provided brief comments.

Committee members provided comments regarding this appointment.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

8. 08-228 From the Director, Department of Administrative Services, appointing Mr. David Arena to the position of Director of Employee Benefits for Milwaukee County.

Appearance:

Cindy Archer, Director, Department of Administrative Services

SCHEDULED ITEMS:

00:15 Ms. Archer provided the Committee with background information on Mr. Arena's County work history, which began May of 2007. She emphasized how instrumental Mr. Arena has been to the Employee Benefits Division by implementing various programs and County systems. Mr. Arena provided brief comments.

Committee members provided comments regarding this appointment.

ACTION BY: (Dimitrijevic) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

9. 08-P-03 From the Directors, Department of Administrative Services and the Division of Employee Benefits submitting a status report regarding the V3 Pension Management Information System. **(Also to the Committee on Finance and Audit.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

Appearances:

David Arena, Director, Employee Benefits Division

Sushil Pillai, Ceridian Implementation Program Manager (SysLogic)

00:39 Mr. Arena stated the County has authorized the implementation of a project that forms a bridge between the V3 Pension system, which is being implemented by the Pension Board, and the life and health benefits that are given to retirees. That project is currently underway. Mr. Pillai will be in charge of managing the project. Mr. Arena indicated that periodic updates will be brought before the Committee. He stated the project is off to a good start, and it is his intent to have the project completed on time and within the budget.

01:47 Mr. Pillai stated that this is a project that actually integrates two modules, which is the pension aspect for retirees and the life and health deductions that are taken from the pension checks. The pension component of the project is being funded by the Pension Board. The life and health component of the project is being funded by the County Board. Mr. Pillai went on to state that the project is progressing very well. Work on the life and health component began in April, and it is in the discovery phase. They are also working on data conversion, which is a very integral component for it to be successful. From a data conversion standpoint, most of the critical components have been addressed. Out of a total of 26 specifications, 5 have been completed. He stated they are making progress. This project is scheduled to go live January of 2009. Based on the progress

SCHEDULED ITEMS:

being made, they are well on their way to achieving that goal.

04:36 Supervisor De Bruin requested the Committee be notified regarding any issues or major problems regarding the Pension component of the project.

The Committee took no action regarding this informational report.

10. 08-231 A Resolution by Supervisor Weishan authorizing and directing the Director of the Department of Administrative Services to provide an annual countywide report of funded but vacant positions. **(Also to the Committee on Finance and Audit.)**

Appearance:

Cindy Archer, Director, Department of Administrative Services

00:35 Supervisor Weishan stated this resolution is an attempt to get at the heart of the budgeting process. When the County Board funds a position, it expects that position to be filled. He stated the Board should be notified and given a justifiable reason as to why a particular position was not filled so as not to create a shadow budget process. Basically, the resolution's intent is to find out what positions are funded, and if they are vacant, why they are vacant.

02:05 Ms. Archer stated this resolution also went to the Committee on Finance and Audit and was approved. This information was provided to the Board for last year's budget. Ms. Archer stated there would be no problem with getting the data, and DAS is fully prepared to do so. She did indicate, however, that the July cycle due date poses a problem. She pointed out that the Finance and Audit Committee agreed the report could be submitted later than the July due date as long as it is received prior to budget.

02:51 Supervisor Weishan indicated he would like to amend his resolution, specifically the "BE IT RESOLVED CLAUSE" to reflect that the initial report would be due the September cycle this year and the July cycle every year thereafter.

03:48 Supervisor Dimitrijevic requested to be added as a co-sponsor.

Questions and comments ensued.

07:29 Supervisor De Bruin offered a friendly amendment to have the "BE IT RESOLVED CLAUSE" specify that the report would come back to the Finance and Audit and Personnel Committees.

SCHEDULED ITEMS:

07:55 Supervisor Borkowski requested to be added as a co-sponsor.

ACTION BY: (Weishan) AMEND the resolution by changing the BE IT RESOLVED Clause to read as follows: "BE IT RESOLVED, that the Milwaukee County Board of Supervisors does hereby authorize and direct the Director, Department of Administrative Services to provide a report to the Finance and Audit and Personnel Committees for consideration in the September 2008 cycle, and the July cycle each subsequent year thereafter, itemizing vacant but funded positions in each department, and if vacant, the rationale as to why the position has not yet been filled." 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

ACTION BY: (Weishan) Approve as AMENDED. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

11. 05-518(a)(d) From the Director of Labor Relations requesting authorization to amend the Davis & Kuelthau S.C. contract by increasing funds in the amount of \$90,000, which would increase the do not exceed current contract limit to \$665,000.

Appearance:

Greg Gracz, Director, Labor Relations

01:00 Mr. Gracz stated the money for this contract was previously budgeted, but the Committee's approval is needed to use that money. There are two outstanding items being worked on. Those items are the upcoming arbitration with the firefighters and the appeal of the retiree health insurance piece. These additional funds should carry them through the end of year.

Questions and comments ensued.

ACTION BY: (Weishan) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

SCHEDULED ITEMS:

12. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jerry Heer, Director of Audits
Ron Malone, Superintendent, House of Correction (HOC)
Dr. Karen Jackson, Director, Human Resources
Jeff Mayer, Assistant Superintendent, HOC

- 01:10 Mr. Heer stated he is pleased to report that there has been significant progress in addressing the audit recommendations, which includes the effort to fill vacant positions and the additional efforts to create 27 more positions. The audit identified 54 positions that would need to be filled to stop the cycle of leave and overtime. The other significant achievement since the last report is the retention of a family medical leave (FML) specialist who will be responsible for coordinating FML issues county wide, identifying both the Behavioral Health Division and the HOC as the two highest priorities. The other achievement is the filling of the fiscal coordinator position. Mr. Heer indicated there are still some significant challenges. He stated that personnel practices absolutely must change fundamentally with regard to how staff is managing sick leave issues, family medical leave issues, and injury pay, which are all variables that were identified in the audit.

Questions and comments ensued.

- 10:43 Supervisor De Bruin requested that the next report from Audit contain information relating to the number of Correctional Officer I (CO I) hires recommended and what the timeline is for making that decision, identify the personnel practices that need to change that haven't been satisfactorily addressed, and what critical issues are still out there.

She also requested that the Superintendent, with assistance from Mr. Ceschin and Mr. Heer, provide the Committee with a chart comparison of figures regarding what was requested in the Superintendent's budget requests submitted to the County Executive's

SCHEDULED ITEMS:

Office for full-time equivalent (FTE) staff for CO I positions for 2004, 2005, 2006, 2007, and 2008. Then compare that to what the County Executive recommended to the County Board in his budget for the same position for the same years. She would also like to know what the County Board adopted for each year and what the average number of FTE CO Is that were actually hired and worked those years.

- 18:50 Mr. Malone identified the Department's initiatives and addressed the reasons why mandatory overtime was being asked of employees for every day during the month of May. This information was shared with Labor Relations and with Audit in case there were concerns. He also addressed challenges that still face the Department.
- 21:12 Mr. Mayer summarized the Department's efforts for retention.
- 27:17 Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

The Committee took no action regarding this informational report.

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

13. 08-186 From the Director of Transportation and Public Works requesting authorization to abolish one position of Office Support Assistant II (Hourly) and create one position of Office Support Assistant II. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

00:25 **ACTION BY: (De Bruin) Approve. 7-0**
AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7
NOES: 0

14. 08-216 From the Superintendent, House of Correction, requesting authorization to create 27 positions of Correctional Officer 1 at the House of Correction effective June 30, 2008. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

Appearances:

Ron Malone, Superintendent, House of Correction (HOC)
Jon Priebe, Fiscal Affairs, Sheriff/House of Correction

Questions and comments ensued.

SCHEDULED ITEMS:

- 10:00 Supervisor De Bruin requested that DAS provide her with a chart comparison that reflects the number of requested total hours for a budgetary year from the HOC Superintendent being submitted to DAS, what the County Executive recommended would be the total number of hours worked, and then what was actually approved by the Board.

Ms. Penni Secore, AFSCME, DC 48, Locals 567/1656 appeared and spoke regarding this item.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic,
Thomas, and Cesarz (Chair) - 7

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (e), (g), for the purpose of discussing the following matter(s):

15. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item # 15 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 6-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic,
Thomas, and Cesarz (Chair) - 7

NOES: 0

The Committee convened into closed session at approximately 4:35 p.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Jertha Ramos-Colon, Human Resources Manager, County Funded State Court Services
Molly Pahl, Fiscal Operations Manager, House of Correction
Dr. Karen Jackson, Director, Human Resources, DAS
Dennis John, Chief Information Officer, IMSD-DAS
Cynthia Archer, Acting Director, Department of Administrative Services
David Arena, Director, Employee Benefits Division
Greg Gracz, Director, Labor Relations
Jerry Heer, Director of Audits
Ron Malone, Superintendent, House of Correction
Jeff Mayer, Assistant Superintendent, House of Correction
Jon Priebe, Fiscal Affairs, Sheriff/House of Correction
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 2:03 p.m. to 4:55 p.m.

Adjourned,

Jodi Mapp

Committee Clerk

Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Friday, July 18, 2008 -- 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, De Bruin Weishan and Cesarz (Chair)

EXCUSED: Supervisors Dimitrijevic and Thomas

SCHEDULED ITEMS:

1. 08-15(a) From Director of Human Resources relative to requests to the Civil Service Commission regarding determination of whether a position will be in the "classified" or "unclassified" service.
(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)

The Committee took no action regarding this informational report.

2. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCE:

Dennis John, Chief Information Officer, IMSD-DAS

00:22 Supervisor Weishan raised questions regarding the two IMSD positions contained within the Reclassification portion of the report.

01:20 In an effort to avoid layover, Mr. John provided the Committee with additional information regarding the restructuring initiative being implemented within the Division of IMSD that began the first of the year. It is an attempt to realign the Division by pooling resources so the Division is more readily available to all departments within the County. The restructuring should allow for more flexibility.

Questions and comments ensued.

SCHEDULED ITEMS:

ACTION BY: (Weishan) Lay over the two IMSD positions contained within the Reclassification section of the report to the September cycle pending further information. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan,
and Cesarz (Chair) - 5

NOES: 0

All remaining items contained in the Reclassification section and all remaining sections contained within the July report will be implemented.

3. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

4. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources

Questions were posed by members of the Committee.

The Committee took no action regarding this informational report.

5. 08-25(a) From County Board Staff relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP) positions in the Division of Human Resources. **(Recommendations to be implemented unless Supervisor(s) object.)**

The Committee took no action regarding this item.

6. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(Also to the Committee on Finance and Audit.) (REPORTS FROM DAS AND DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

SCHEDULED ITEMS:

APPEARANCES:

Dr. Karen Jackson, Director, Human Resources
Dennis John, Chief Information Officer, IMSD-DAS
Mary Reddin, Deputy Chief Information Officer, IMSD-DAS

00:48 Dr. Jackson indicated that the report that was before the Committee focused primarily on the Ceridian Recruiting System (CRS). July 1, 2008, kicked off the CRS component of the Ceridian project. Human Resources has already begun to see a difference in that people are no longer coming into the office in great numbers. This has been tracked through the online application process. Dr. Jackson concluded by stating that parallel testing is finished, and this component of the project is off to a successful start.

01:40 Mr. John stated with the entire Ceridian project, they continue to identify items that are considered issues. CRS was the last of the five modules to be implemented from the Ceridian package. Ceridian is now a fully implemented package. The project team is now in the issue resolution and modification enhancement mode for the Ceridian project. There are approximately a dozen items on the issue list that are outstanding. In most cases, there are dates on those issues as to when full resolution or enhancements are expected to take place. Mr. John indicated as things come up, they are added to the list, and they will continue to work on enhancements that will help the County realize additional efficiencies through the Ceridian product.

Questions and comments ensued.

The Committee took no action regarding this informational report.

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(g) for the purpose of the Committee receiving oral or written advice from legal counsel concerning strategy to be adopted with respect to pending or possible litigation with regard to the following matter(s):

The Committee did not go into closed session.

7. 08-278 From the Director, Employee Benefits Division, requesting authorization to execute a three-year contract for administration of Milwaukee County's medical plan coverage. **(Also to the Committee on Finance and Audit.)**

APPEARANCES:

David Arena, Director, Employee Benefits Division
Matthew Hanchek, Fiscal Benefits Manager, Employee Benefits

SCHEDULED ITEMS:

00:43 Mr. Arena stated there were network disruptions both last year and this year due to problems between Aurora and the current administrator, Wisconsin Physician Services (WPS). Based on those disruptions and the fact that Aurora providers will not be able to be accessed through WPS in 2009, Mr. Arena sought and retained the ability to terminate the agreement with WPS for 2009. He was then directed by the Board to seek out new claims administrators for both the medical and prescription drug plans. In cooperation and support from the Cambridge Advisory Group, a request for proposals (RFP) was put out for a third party administrator (TPA) to execute these functions. The search was for effective administration in claims, data, and administrative support, as well as the other services that are TPA provided.

Mr. Arena went on to state the criteria used for evaluation included financial evaluation, network access, performance guarantees, member services, client services, and other support services. Five responses to the RFP were received and reviewed independently by both Cambridge and the County. A finalist list was determined that included WPS, United Health Care, Humana, and Anthem. A review panel was assembled and heard finalist presentations. Disadvantaged Business Enterprises (DBE) requirements were explained to the finalists. All the finalists reported back based on the dollar volume of business that they supply to DBE entities. They all qualified; however, not all of the DBEs are registered with the County as qualified DBEs. Presentations were scored and the finalists ranked.

Mr. Arena indicated United Health Care was the clear leader. They offered the deepest discounts, their administrative fees were the lowest, they had, by far, the broadest network, and had the best performance guarantees in their contract. Within their reply, they also offered an identical very broad network to cover both the PPO and HMO options, which is going to be a plus because much of the customer service issues in the County are based on a provider not being in the network. Therefore, out of network providers don't allow the County to access the different types of discounts. In addition, there are extra fees then associated with those services. If approval is given to proceed with the bid from United Health Care, costs are projected to be approximately 11 million less for the County in 2009. This is a three-year contract, so the savings would be recouped over the next three years.

Questions and comments ensued.

Chairman Cesarz requested that Mr. Arena submit a new fiscal note

SCHEDULED ITEMS:

that reflects the full term of the contract.

ACTION BY: *(Larson) AMEND the resolution by modifying Line 36 striking the words “now, therefore” and replace with the word “; and”, adding the following WHEREAS clauses beginning on Line 38:*

“WHEREAS, the Employee Health Care Work Group, an administrative work group consisting of staff from Corporation Counsel, Audit, Labor Relations, Administrative Services, Human Resources, Employee Benefits and the County Board, convened on July 11, 2008 and reviewed the recommendations of the RFP review panel and Cambridge Advisory Group; and WHEREAS, the Employee Health Care Work Group was created as an ad hoc committee by the Committee on Finance and Audit in 2006 to review and comment on employee benefit matters and has been active when required since; and

WHEREAS, under adopted County Board policy (File No. 89-935), the Employee Benefit and Insurance Subcommittee, consisting of four administrators and one elected official, would need to meet prior to the execution of this contract and publicly vote on this policy matter; and

WHEREAS, Corporation Counsel, a member of the Employee Insurance and Benefits Subcommittee has raised questions on requiring administrative staff to make public votes on policy matters; now, therefore,” and adding the following BE IT FURTHER RESOLVED clause beginning on Line 43:

“BE IT FURTHER RESOLVED, that the Employee Insurance and Benefits Subcommittee is dissolved and the Employee Health Care Work Group, consisting of department directors and/or designated staff from Employee Benefits, Human Resources, Administrative Services, Labor Relations, Corporation Counsel, Audit and the County Board, is hereby created and charged with reviewing, advising and making recommendations on all proposed employee health benefit contracts or plan changes, and any other appropriate matter as referred by the County Board.” 5-0

AYES: Larson, Borkowski, De Bruin, Weishan, and Cesarz (Chair) - 5

NOES: 0

SCHEDULED ITEMS:

ACTION BY: (De Bruin) Approve as AMENDED. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan, and
Cesarz (Chair) - 5

NOES: 0

8. 08-279 From the Director, Employee Benefits Division, requesting authorization to execute a three-year contract for administration of Milwaukee County's prescription drug coverage. **(Also to the Committee on Finance and Audit.)**

APPEARANCE:

David Arena, Director, Employee Benefits Division

00:25 Mr. Arena stated this contract goes hand in hand with the medical recommendation. Because WPS is being replaced as the County's medical provider, the prescription drug pharmacy benefit manager will need to be replaced along with it. Currently, the incumbent is Medco Health Services through a subcontract with WPS. It is felt that it would be in the County's best interest financially to split that contract out and have it as a freestanding contract. With the help of the Cambridge Advisory Group, a request for proposals (RFP) was put out for a prescription drug pharmacy benefit manager. The search was for effective administration in retail pharmacy claims management, mail order pharmacy claims management, clinical services, and specialty pharmacy services. The evaluation criteria were similar to the medical, and three pharmacy benefit managers were identified as finalists. They are Medco Health Solutions, Navitus, and WPS (with outsourced management to Medco).

Mr. Arena indicated according to the review panel, Medco ranked as the strongest candidate. The chief advantage of using Medco is that they are one of the largest companies in the nation. This enables them to get the best discounts from the pharmaceutical manufacturers. If approval is given to proceed with the Medco contract, the projected bottom line impact to the County is an approximate 2 million dollar annual savings.

Chairman Cesarz requested that Mr. Arena submit a new fiscal note that reflects the full term of the contract.

ACTION BY: (De Bruin) Approve. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan, and
Cesarz (Chair) - 5

NOES: 0

SCHEDULED ITEMS:

9. 08-P-03 From the Directors, Department of Administrative Services and the Division of Employee Benefits submitting a status report regarding the V3 Pension Management Information System. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

David Arena, Director, Employee Benefits Division
Sushil Pillai, Ceridian Implementation Program Manager (SysLogic)

01:05 Mr. Pillai indicated the project is progressing very well. As previously mentioned, this part of the project is made up of two components, pension and life and health. The pension component is pretty close to being wrapped up. The final stages of testing are being completed and are progressing well. Testing will continue to make sure the product released is good. The life and health component has also made significant progress. The discovery phase should be wrapped up either by the end of this month or early next month at the latest. Once discovery is complete, testing can begin. The plans are complete, and being managed by both the County's team as well as Vitech. The project is on track to go live in January. Mr. Pillai stated an area that is very critical and will be monitored closely is the integration of both components. He added the budget for the project has not changed.

Questions and comments ensued.

The Committee took no action regarding this informational report.

10. 08-283 From the Superintendent, House of Correction, requesting authorization to enter into a contract with Dr. Florence L. Johnson & Associates in an amount not to exceed \$56,500 to provide training at the House of Correction. **(Also to the Committees on Finance and Audit and Judiciary, Safety & General Services.)**

APPEARANCES:

Jeff Mayer, Assistant Superintendent, HOC
Willie Brisco, Assistant Superintendent, HOC

00:55 Mr. Brisco stated traditionally, corrections have been more of a tactical training unit. They learned over the past few years that they are spending 90% of their training on tactical and defensive measures when almost 95% of their job is communication. They also discovered that during the tactical training, they lost a lot of officers due to injury and not being physically able to perform the functions. Going along with the direct supervision and interpersonal communications models, a decision was made to revamp the training

SCHEDULED ITEMS:

provided to officers. A committee was formed to study current and future training habits. A new approach to training was taken and communications was added to in-service and new orientation. The committee also determined there was a need for ethics training, interpersonal communication training, and training in direct supervision. The audit came out shortly thereafter, which reinforced some of the needs that were already identified and in the process of being addressed.

Dr. Johnson and Associates was interviewed, and a plan was derived for her to provide this training. She was provided with a copy of the audit in an effort to have her tailor the plan to the specific needs that had been identified in the audit. She was originally contacted to provide this training for the new employees. However, when the audit came out, it was determined that it would also be beneficial to receive supervisory training, which the audit indicated was lacking. Administration sat in on a new officers orientation session and was very pleased with what they saw and also the fact that tracking and retention components were added.

Questions and comments ensued.

ACTION BY: (De Bruin) Approve. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan, and
Cesarz (Chair) - 5

NOES: 0

11. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jeff Mayer, Assistant Superintendent, HOC
Willie Brisco, Assistant Superintendent, HOC
Jerry Heer, Director of Audits

SCHEDULED ITEMS:

00:58 Mr. Mayer stated they continue the enhanced recruitment effort. A class for new officers is scheduled to begin July 28, 2008. In addition, backgrounds on potential candidates were completed and letters were sent out in the mail. This was done in anticipation of starting another class in August. Mr. Mayer discussed the reduction of mandatory overtime and retention efforts. A retention committee is being formed which will have the charge of evaluating job satisfaction. The committee will look at incentive programs, training, and promotional opportunities. They are also looking at what other states' departments of corrections are doing regarding retention. Mr. Mayer emphasized that retention remains a priority.

02:40 Mr. Brisco stated the plan is to get all the frontline supervisors involved in the retention. A program has also been developed that involves corrections managers and lieutenants doing exit interviews and a study of field training officers. A monthly report will be done and submitted to House of Correction Administration. Corrections managers will also do a study of post assignments, which is another retention issue. That study should be completed and submitted to Administration some time this week. Every facet of management is now involved and looking at all avenues as far as how to recruit and retain officers.

Questions and comments ensued.

01:06 Mr. Heer stated that the focus of the report submitted is clarifying the steps that would need to be taken in terms of filling positions, addressing personnel procedures, and retaining positions in order to keep everything on track and moving in the right direction.

Questions and comments continued.

The Committee took no action regarding this informational report.

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

12. 08-258 From the Director, Department on Aging, requesting authorization to create three Health Care Plan Specialist positions in the Care Management Organization (CMO) Division. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCE:

Maria Ledger, Assistant Manager, CMO, Department on Aging

SCHEDULED ITEMS:

01:06 Ms. Ledger stated the request is for the creation of three Health Care Plan Specialist positions. Two of those positions will be functioning in the fiscal area of the CMO, and the other one will be functioning in the area of enrollment and eligibility.

ACTION BY: (Borkowski) Approve. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan, and
Cesarz (Chair) - 5

NOES: 0

13. 08-261 From the Director, Department on Aging, requesting authorization to create one Accountant 3 position in the Care Management Organization Division. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCE:

Maria Ledger, Assistant Manager, CMO, Department on Aging

Questions and comments ensued.

02:22 **ACTION BY: (De Bruin) Approve. 5-0**

AYES: Larson, Borkowski, De Bruin, Weishan, and
Cesarz (Chair) - 5

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (g) for the purpose of discussing the following matter(s):

14. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item # 14 above. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid item. 5-0

AYES: Larson, Borkowski, De Bruin, Weishan,
and Cesarz (Chair) - 5

NOES: 0

The Committee convened into closed session at approximately 11:35 a.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Dennis John, Chief Information Officer, IMSD-DAS
Dr. Karen Jackson, Director, Human Resources, DAS
Mary Reddin, Deputy Chief Information Officer, IMSD-DAS
David Arena, Director, Employee Benefits Division
Matthew Hanchek, Fiscal Benefits Manager, Employee Benefits Division
Jeff Mayer, Assistant Superintendent, HOC
Willie Brisco, Assistant Superintendent, HOC
Jerry Heer, Director of Audits
Maria Ledger, Assistant Manager, CMO, Department on Aging
Greg Gracz, Director, Labor Relations
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:05 a.m. to 11:55 a.m.

Adjourned,

Jodi Wapp

Committee Clerk
Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL
Friday, September 19, 2008 -- 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, De Bruin, Weishan Dimitrijevic, Thomas, and Cesarz (Chair)

SCHEDULED ITEMS:

1. 08-311 From the County Executive appointing Mr. Arthur Phillips to the Civil Service Commission for a term expiring August 1, 2013.

APPEARANCE:

Fran McLaughlin, Executive Assistant, County Executive's Office

00:17 Ms. McLaughlin introduced Mr. Phillips to the Committee who then provided brief comments.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

2. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCES:

Dennis John, Chief Information Officer, IMSD-DAS

Cynthia Archer, Director, Department of Administrative Services (DAS)

Dr. Karen Jackson, Director, Human Resources, DAS

Maria Ledger, Assistant Manager, CMO, Department on Aging

Mary Dutkiewicz, Human Resources Coordinator, Aging

00:27 Mr. John, Ms. Archer, and Dr. Jackson responded to questions posed by the Committee regarding IMSD's restructuring plan and the Division's positions contained in the Reclassification Report.

15:41 Supervisor De Bruin requested a follow-up report from Human Resources reflecting how many positions within the County have a

SCHEDULED ITEMS:

maximum range in the \$100 thousand or more category and how many people actually make \$100 thousand or more. She also wants further information pertaining to where outside comparable IT salaries are for second level management positions to help justify this reclass.

24:56 The Chairman directed the report be distributed to the Committee.

ACTION BY: (Larson) Lay over the current classification IMSD positions contained within the Reclassification section of the report titled Systems Development Manager, Data Applications Manager – Fiscal, and Civil/Criminal Justice Information Systems Manager to the October cycle pending further information from staff. 6-1

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, and Thomas - 6

NOES: Cesarz (Chair) – 1

54:02 Ms. Ledger and Ms. Dutkiewicz responded to questions posed by the Committee regarding the Department on Aging’s positions contained in the Reclassification Report.

ACTION BY: (Larson) Lay over the current classification Aging position contained within the Reclassification section of the report titled Executive Director 1 – Assistant Director Aging to the October cycle pending further information from staff. 6-1

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, and Thomas - 6

NOES: Cesarz (Chair) – 1

1:08:16 ***ACTION BY: (Borkowski) Lay over the current classification County Executive position contained within the Advancement Within the Pay Range section of the report titled Executive Director 2 – Administrative Secretary to the October cycle pending further information from staff. 6-1***

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, and Thomas - 6

NOES: Cesarz (Chair) – 1

All remaining items contained in the Reclassification and Advancement Within the Pay Range sections and all remaining sections contained within the report dated August 30, 2008, will be implemented.

SCHEDULED ITEMS:

3. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

4. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

5. 08-231(a) An adopted Resolution by Supervisors Weishan, Coggs, Thomas, Johnson, Dimitrijevic, and Borkowski authorizing and directing the Director of the Department of Administrative Services to provide an annual countywide report of funded but vacant positions. **(Also to the Committee on Finance and Audit.) (REPORT FROM DAS – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Cynthia Archer, Director, Department of Administrative Services (DAS)

00:39 Ms. Archer responded to questions posed by the Committee regarding her report on vacant but funded positions.

05:36 The Chairman requested, to help the Committee get a better understanding, that future reports contain another column showing the total number of positions in each respective department and the percentage of the unfunded positions to statistically see what that significance is.

22:45 Supervisor De Bruin indicated she calculated the numbers for the positions held open for budget management, and they do not match the totals on Table 1. She suggested a review of those numbers and a corrected report be distributed prior to the budget process.

43:30 Ms. Archer suggested the Supervisors follow up with the respective departments before drawing any conclusions about the numbers contained in the report in order to understand the specifics.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

6. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jerry Heer, Director of Audits
Jeff Mayer, Assistant Superintendent, HOC
Ron Malone, Superintendent, HOC

00:59 Mr. Heer stated there has been progress primarily in the areas of hiring and training. The vacancy aspect can be addressed with recruiting to fill those positions. He went on to state he is working with the HOC to produce a report that will act as a monitoring mechanism to track what the effects of filling those vacancies has on other variables (mandatory overtime, sick time, and family medical leave). Mr. Heer reiterated what he has said at previous meetings. This is not a problem that developed overnight, and it will not be resolved overnight. Progress has been made, and he believes that the HOC is on the right path to sustaining this progress.

Questions and comments ensued.

09:17 Supervisor De Bruin requested the additional reports distributed during the meeting (copies attached to original minutes) on this item be provided to the full Board.

12:07 Superintendent Malone acknowledged Human Resources, County Supervisors, the union, and more importantly, his staff, for the progress made. Everyone pitched in, and that contributed to the strides made in the HOC. He indicated there is still a lot of work to be done, but increment steps of improvement have been made.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

7. 08-259 From the Director, Department on Aging, requesting authorization to create one Assistant Program Administrator position in the Care Management Organization Division. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

01:17 **ACTION BY: (Borkowski) Approve. 7-0**

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (g) for the purpose of discussing the following matter(s):

8. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

00:05 **ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (e), (g), for the purpose of discussing Item #s 8 and 9. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid items. 7-0**

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas and Cesarz (Chair) - 7

NOES: 0

The Committee convened into closed session at approximately 11:35 a.m. and reconvened in open session at approximately 12:20 p.m. The roll call was taken and all Committee Members were present.

No action was taken on Item 8

SCHEDULED ITEMS:

ITEMS 9 & 10 ARE ADDENDUM ITEMS

9. 08-338 From the Director, Division of Employee Benefits, requesting an amendment to Chapter 17.14(7)(d) of the Milwaukee County General Ordinances to adjust for new PPO and HMO plans effective January 1, 2009, and establish new monthly employee contribution amounts. **(Also to the Committee on Finance and Audit.)**

APPEARANCE:

David Arena, Director, Employee Benefits Division

- 00:29 Mr. Arena stated the County is moving to a new health third party administrator in January that offers substantial improved provider discounts and assured access to broad networks of providers. To accomplish this, they have restructured the contribution of represented employees to accommodate the change. Accordingly, there is a segment of employees that are not represented by those collateral agreements. These employees are covered through County ordinance. It has been advised to have the ordinance changed. In order to communicate the new rates to the non-represented employees along with the represented employees in the open enrollment package coming up in November, this change would need to be made.

ACTION BY: (De Bruin) Approve. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) - 7

NOES: 0

10. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(Also considered by the Committee on Finance and Audit.) (REPORTS FROM DAS AND DHR – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Dennis John, Chief Information Officer, IMSD-DAS

- 00:50 Mr. John stated the overall Ceridian project as a whole is completely implemented. It is made up of five modules. Four of them were completed early in the year. The fifth module (recruiting) came online in July. When they first went live with the first four modules, which was November, December, and January, a number of items that had problems came to light. There were also some things that, once it was decided to go live, they wanted to address post implementation.

SCHEDULED ITEMS:

These issues have been followed up on weekly with Ceridian by using tracking sheets.

It was previously reported and anticipated that corrections would be complete by the September or early October timeframe. Unfortunately, up until the last couple of days, it looks as though one of the corrections is going to push into November. Mr. John stated these issues will not reflect changes to people receiving their paychecks or services through Ceridian. The glitches are occurring on the back end and pertain to automation.

Mr. John went on to state the vital module that was implemented in July was the recruiting system. At the time of that implementation, they had come across some issues. He was pleased to announce that through partnership with Ceridian, significant steps have been made. In fact, the majority of the issues have now been addressed. There are a couple of items that are going to carry over into next week or so, but he anticipates the majority of those being wrapped up. He again stated the people who receive the benefit of the product have not really seen the effect of this. It has been more of a behind the scenes problem with the CRS module. IMSD was given commitments of fast turnaround on certain things. Unfortunately, the turnaround was not quite as quick. This, in turn, required them to do some manual processes while the automated systems were readjusted to be able to meet the needs of Milwaukee County.

Mr. John stated they are very close to being able to say they are fully implemented, the issues have been resolved and addressed, and the project is now ready to go into a new mode with the vendor. That new mode will be looking at taking the next step of maximizing usage of the product for additional productivity and savings.

Questions and comments ensued.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

STAFF PRESENT:

Fran McLaughlin, Executive Assistant, County Executive's Office
Dennis John, Chief Information Officer, IMSD-DAS
Cynthia Archer, Director, Department of Administrative Services (DAS)
Dr. Karen Jackson, Director, Human Resources, DAS
Maria Ledger, Assistant Manager, CMO, Department on Aging
Mary Dutkiewicz, Human Resources Coordinator, Aging
Jerry Heer, Director of Audits
Jeff Mayer, Assistant Superintendent, HOC
Ron Malone, Superintendent, HOC
David Arena, Director, Employee Benefits Division
Greg Gracz, Director, Labor Relations
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:05 a.m. to 12:35 p.m.

Adjourned,

Jodi Kapp

Committee Clerk
Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL

Friday, October 31, 2008 – 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, De Bruin Weishan, Thomas
and Cesarz (Chair)

EXCUSED: Supervisor Dimitrijevic

SCHEDULED ITEMS:

1. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources, DAS

Questions and comments ensued.

The Committee took no action regarding this item.

2. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

3. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources, DAS

Questions and comments ensued.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

4. 08-387 From the Chief of Staff, County Executive's Office, requesting authorization to double fill a position of Administrative Secretary/Receptionist (title code 84800, pay range 13M) for approximately one week effective the end of October 2008.

APPEARANCE:

Thomas Nardelli, Chief of Staff, County Executive's Office

Questions and comments ensued.

00:30 **ACTION BY: (De Bruin) Approve. 6-0**

AYES: Larson, Borkowski, De Bruin, Weishan, Thomas, and Cesarz (Chair) - 6

NOES: 0

5. 08-353 From the Director, Department of Parks, Recreation and Culture, requesting authorization to double fill a position of Contract Services Manager (title code 55730, pay range 30M) for approximately eight weeks effective the end of 2008 through the first week of 2009.

APPEARANCES:

Chuck Ward, Chief of Operations, Department of Parks, Recreation and Culture

Dr. Karen Jackson, Director, Human Resources, DAS

Questions and comments ensued.

00:30 **ACTION BY: (Larson) Approve. 6-0**

AYES: Larson, Borkowski, De Bruin, Weishan, Thomas, and Cesarz (Chair) - 6

NOES: 0

Item #s 6 and 7 were considered together.

6. 08-278(a)(a) From the Director, Employee Benefits, requesting authorization to execute a three-year contract for administration of Milwaukee County's medical plan coverage. **(Also to the Committee on Finance and Audit.)**

SEE ITEM #7 FOR COMMITTEE ACTION

7. 08-279(a)(a) From the Director, Employee Benefits, requesting authorization to execute a three-year contract for administration of Milwaukee County's prescription drug coverage. **(Also to the Committee on Finance and Audit.)**

SCHEDULED ITEMS:

APPEARANCES:

David Arena, Director, Employee Benefits Division
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits Division
Freida Webb, Director, Office of Community Business Development Partners

00:32 Mr. Arena indicated the Employee Benefits Division is seeking permission to execute contracts with United Health Care (the finalized contract was distributed) for the administration of Milwaukee County's medical plan coverage and Medco for the administration of Milwaukee County's prescription drug coverage. There were Disadvantaged Business Enterprise (DBE) issues that surfaced regarding participation in both contracts and what level of participation meet guidelines. When bids were solicited for these contracts, information was provided related to DBE requirements governing Milwaukee County. Mr. Arena indicated he has been in contact with Freida Webb's office for assistance.

04:37 Ms. Webb stated she has been communicating with the Benefits Division regarding these contracts. However, the DBE information is incomplete based upon clarification of what a DBE is by Milwaukee County definition. Ms. Webb's Office will be working with the Benefits Division to basically confirm that information and hope to get compliance and participation by November 6, 2008.

Questions and comments ensued.

19:05 The Chairman indicated that he will request that a special joint meeting of the Committees on Finance and Audit and Personnel be convened to address these items. If for some reason that is not possible, he will call a special meeting of the Committee on Personnel also to be held on November 6, 2008.

20:03 Supervisor Borkowski requested that only the finalized contract for the administration of prescription coverage be distributed for the special meeting considering the Committee has in its possession the finalized contract for the administration of medical coverage. It was so ordered by the Chairman.

ACTION BY: (Thomas) Lay Item #s 6 and 7 over to a special meeting to be held November 6, 2008. 6-0

AYES: Larson, Borkowski, De Bruin, Weishan, Thomas, and Cesarz (Chair) – 6

NOES: 0

SCHEDULED ITEMS:

8. 08-P-04 From the Director, Division of Employee Benefits, submitting a status report regarding the V3 Pension Management Information System. **(Also considered by the Committee on Finance and Audit.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

David Arena, Director, Employee Benefits Division

Sushil Pillai, Program Manager, Vitech V3 Pension Implementation

00:26 Mr. Arena stated the Employee Retirement Division has been working very diligently, with the help of Mr. Pillai, to bring to a successful conclusion the implementation of the new pension system. The progress of both the life and health components as well as the Vitech project as a whole is going very well. With the arrival of Mr. Pillai and the doubled efforts on behalf of all staff involved and the other support organizations, the project is on track and should be ready to go live in January as scheduled. Mr. Arena also reported that the budget for this project has not been exceeded, and overages are not anticipated. He went on to state this has been a tremendous effort. The V3 Pension System has not received as much visibility as the Ceridian System, but the project is not that much smaller. Milwaukee County's pension system is very complex. It is a huge program that is run with a lot of complicated calculations that have to be made.

03:13 Mr. Pillai provided the Committee with an overview of the project focusing on testing, training, and other support activities. This is to ensure preparedness for the go-live date.

The Committee took no action regarding this informational report.

9. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

SCHEDULED ITEMS:

APPEARANCES:

Jerry Heer, Director of Audits

Ron Malone, Superintendent, House of Correction (HOC)

01:09 Mr. Heer reported that the HOC continues to improve and show progress in the areas of screening, training, retention, and the critical area of getting the Correctional Officer 1 (CO 1) staffing up to the point where there will not be a need for excessive and forced overtime like what was seen last spring and summer. He did express concern regarding the level of CO staffing as we go into the 2009 Budget. It is acknowledged that the level of staffing/head count is appropriate. However, there are concerns about the vacancy and turnover (V&T) factor and whether or not that will force a situation where again, there are not enough CO 1s to do the job without forced overtime. Mr. Heer indicated that he thought it was important to make the Committee aware of this issue, especially with the talk of the Sheriff's Office and the House of Correction merging. He suggested that perhaps in early 2009, not as early as January but no later than April, they come back before the Committee to talk about the 2009 Adopted Budget, and the impact it might have on these very serious issues.

Questions and comments ensued.

08:30 Supervisor De Bruin requested that Mr. Malone provide her with numbers regarding what the current V&T amount is and whether there is an impact.

16:26 Ms. Penni Secore, AFSCME DC48, appeared and provided comments regarding this item.

ACTION BY: (De Bruin) The report from the Director of Audits, Superintendent of the House of Correction, and the Director of Human Resources dated October 15, 2008, be RECEIVED AND PLACED ON FILE. 6-0

AYES: Larson, Borkowski, De Bruin, Weishan, Thomas, and Cesarz (Chair) – 6

NOES: 0

SCHEDULED ITEMS:

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

10. 08-355 From the Director, Department of Transportation, Public Works and Transit (TPW), requesting authorization to create 27 Airport Snow Removal Operator – Seasonal positions. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCES:

Barry Bateman, Director, General Mitchell Airport, DTPWT
Terry Blue, Deputy Director, General Mitchell Airport, DTPWT

- 00:53 Mr. Bateman stated the 27 positions requested would be on-call and not on the clock until they are called out. Mr. Blue has re-written the snow plan extensively, to the benefit of the airport. Other important aspects of this request are the fact that the Federal Aviation Administration and the National Transportation Safety Board continue to press the issue of airfield safety. It was clear that last year, the workers were pushed very hard to keep the airfields snow free, and they did an outstanding job. However, the closure times that were seen were very costly, and the goal is to minimize closures. Mr. Bateman explained what they call priorities 1, 2, and 3 involved in the removal of snow.

The following individuals appeared and provided comments regarding this item:

Mr. Chuck Staszewski, Airport Maintenance Worker
Mr. Damien B. VanDusen, AFSCME, Local 82
Mr. Kurt Zunker, AFSCME, Local 882
Mr. Tim Allen, AFSCME

Mr. Sean R. Tourtilett registered but did not provide comments regarding this item.

- 18:26 Supervisor De Bruin requested a follow-up report from Mr. Bateman outlining some of the issues that were raised today.

ACTION BY: (Larson) Approve. 6-0

AYES: Larson, Borkowski, De Bruin, Weishan, Thomas,
and Cesarz (Chair) – 6

NOES: 0

SCHEDULED ITEMS:

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (g) for the purpose of discussing the following matter(s):

11. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

ACTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (g), for the purpose of discussing Item # 11. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid items. 5-0

AYES: Larson, Borkowski, Weishan, Thomas and Cesarz (Chair) - 5

NOES: 0

EXCUSED: De Bruin - 1

The Committee convened into closed session at approximately 10:48 a.m. The Committee did not reconvene back into open session.

ADDENDUM ITEM

12. 08-P-05 From Corporation Counsel submitting an informational report on the Employee Retirement System (ERS) and OBRA tax compliance filing requirements. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

William Domina, Corporation Counsel
Steve Huff, Special On-Site Counsel, Pension System

- 00:40 Mr. Domina stated our government pension system is on a cycle of reporting to the Internal Revenue Service (IRS), which concludes on January 31, 2009. That means Milwaukee County has to file for certification of tax qualified status with the IRS by the aforementioned date. Ordinances that govern the pension system need to be brought into compliance with the IRS code requirements. He reviewed mandatory ordinance amendments to both the ERS and OBRA. There are some permissive or discretionary changes, which may be brought forward for consideration in the future.

SCHEDULED ITEMS:

03:26 Mr. Huff explained in detail the technical changes required by the IRS.

Questions and comments ensued.

The Committee took no action regarding this informational report.

STAFF PRESENT:

Dr. Karen Jackson, Director, Human Resources, DAS
Thomas Nardelli, Chief of Staff, County Executive's Office
Chuck Ward, Chief of Operations, Department of Parks, Recreation and Culture
David Arena, Director, Employee Benefits Division
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits Division
Freida Webb, Director, Office of Community Business Development Partners
Jerry Heer, Director of Audits
Ron Malone, Superintendent, HOC
Barry Bateman, Director, General Mitchell Airport, DTPWT
Terry Blue, Deputy Director, General Mitchell Airport, DTPWT
William Domina, Corporation Counsel
Steve Huff, Special On-Site Counsel, Pension System
Greg Gracz, Director, Labor Relations
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:02 a.m. to 11:15 a.m.

Adjourned,

Jodi Wapp

Committee Clerk
Committee on Personnel

Chairperson: Supervisor Elizabeth M. Coggs
Chairperson: Supervisor Paul Cesarz
Clerk: Delores "Dee" Hervey, 278-4230
Clerk: Jodi Mapp, 278-4073
Research Analyst: Steve Cady, 278-4347
Research Analyst: Rick Ceschin, 278-5003

SPECIAL JOINT COMMITTEE ON FINANCE AND AUDIT AND PERSONNEL

Thursday, November 6, 2008 – 8:30 A.M.
Milwaukee County Courthouse - Room 201-B

MINUTES

PRESENT: Supervisors Thomas, Schmitt, Johnson, West, Jursik, and Coggs (Chair)
Supervisors Larson, Borkowski, De Bruin, Weishan Dimitrijevic, and Cesarz (Chair)
EXCUSED: Supervisor Mayo

SCHEDULED ITEMS:

Item #s 1 and 2 were taken together.

EMPLOYEE BENEFITS DIVISION –2

1. 08-278 From the Director, Employee Benefits Division, requesting authorization to execute a three-year contract for administration of Milwaukee County's medical plan coverage. **(Referred to Committees on Finance and Audit and Personnel.)**
(a)(a)

SEE ITEM #2 FOR COMMITTEES' ACTION

2. 08-279 From the Director, Employee Benefits Division, requesting authorization to execute a three-year contract for administration of Milwaukee County's prescription drug coverage. **(Referred to the Committees on Finance and Audit and Personnel.)**
(a)(a)

APPEARANCES:

David Arena, Director, Employee Benefits Division
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits Division
William Domina, Corporation Counsel

- 00:23 Mr. Arena indicated the Employee Benefits Division is seeking permission to execute contracts with United Health Care for the administration of Milwaukee County's medical plan coverage and Medco for the administration of Milwaukee County's prescription drug coverage. He stated the Benefits Division has been working closely with both vendors fine tuning the financial terms and all the administrative details of the contracts. The finalized contracts are before the Joint Committee for consideration.

SCHEDULED ITEMS (CONTINUED):

Mr. Arena stated there are outstanding issues that surfaced during the course of negotiations regarding the requirements and certification process of the Disadvantaged Business Enterprise (DBE) program. The Benefits Division is working with the Office of Community Business Development Partners to resolve the issues, and progress is being made. Both vendors have made a commitment to the DBE program, and the business development goals are being finalized. Mr. Arena went on to state they are confident the vendors will meet the goals and targets required.

Questions and comments ensued.

13:46 Mr. Domina provided his opinion as to the level of risk being taken if these items are laid over to the December meeting cycle due to DBE requirements.

ACTION BY: (Thomas) Lay Item #s 1 and 2 over to the Committee on Finance and Audit's December meeting cycle. 6-0

AYES: Thomas, Schmitt, Johnson, West, Jursik, and Coggs (Chair) – 6

NOES: 0

ACTION BY: (De Bruin) Lay Item #s 1 and 2 over to the Committee on Personnel's December meeting cycle. 7-0

AYES: Larson, Borkowski, De Bruin, Weishan, Dimitrijevic, Thomas, and Cesarz (Chair) – 7

NOES: 0

SCHEDULED ITEMS (CONTINUED):

STAFF PRESENT:

David Arena, Director, Employee Benefits Division
Matt Hanchek, Fiscal Benefits Manager, Employee Benefits Division
William Domina, Corporation Counsel
Steve Cady, Fiscal and Budget Analyst
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 8:41 a.m. to 9:05 a.m.

Adjourned,

Jodi Kapp
Committee Clerk
Committee on Personnel

Chairperson: Supervisor Paul M. Cesarz, 278-4267

Committee Clerk: Jodi Mapp, 278-4073

Research Analyst: Rick Ceschin, 278-5003

COMMITTEE ON PERSONNEL
Friday, December 12, 2008 -- 9:00 a.m.
Milwaukee County Courthouse, Room 201-B

MINUTES

PRESENT: Supervisors Larson, Borkowski, Weishan, Dimitrijevic, and Cesarz (Chair)

EXCUSED: Supervisors De Bruin and Thomas

SCHEDULED ITEMS:

1. 08-22(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Recommendations to be implemented unless Supervisor(s) object.)**

APPEARANCES:

Anthony Snieg, Deputy Director, General Mitchell International Airport

Dr. Karen Jackson, Director, Human Resources, DAS

- 01:02 Ms. Patty Yunk, AFSCME-DC48, appeared and spoke regarding this item.

Questions and comments ensued.

MOTION BY: (Borkowski) Lay over the current classification Transportation and Public Works – Airport position contained within the Reclassification section of the report titled Airport Properties Specialist to the January cycle pending further information from the Department. 5-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic, and Cesarz (Chair) - 5

NOES: 0

All remaining items contained within the Reclassification section and all remaining sections contained within the report dated November 12, 2008, will be implemented.

SCHEDULED ITEMS:

2. 08-22(a)(a) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(IMSD positions contained within the Reclassification Sections of the Reports dated July 9, 2008 and September 2, 2008: Systems Development Manager and Data Applications Manager – Fiscal laid over 07/18/08 and Civil/Criminal Justice Information Systems Manager laid over 09/19/08.)**

00:57 **MOTION BY: (Borkowski) Approve. 5-0**
AYES: Larson, Borkowski, Weishan, Dimitrijevic,
and Cesarz (Chair) - 5
NOES: 0

3. 08-22(a)(b) From Director of Human Resources relative to reclassification of existing positions, reallocations of non-represented positions, advancements within the pay range and all revisions to Executive Compensation Positions (ECP). **(Department on Aging position contained within the Reclassification Section of the Report laid over 09/19/08: Executive Director 1 – Assistant Director Aging.)**

APPEARANCES:

Maria Ledger, Assistant Director, CMO, Department on Aging
Mary Dutkiewitz, Human Resources Coordinator, Department on Aging

Questions and comments ensued.

01:24 **MOTION BY: (Dimitrijevic) Approve. 5-0**
AYES: Larson, Borkowski, Weishan, Dimitrijevic,
and Cesarz (Chair) - 5
NOES: 0

4. 08-23(a) From Director of Human Resources relative to appointments at an advanced step of the pay range. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCE:

Dr. Karen Jackson, Director, Human Resources, DAS

Questions and comments ensued.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

5. 08-24(a) From Director of Human Resources relative to dual employment, temporary assignments to a higher classification, temporary appointments and emergency appointments. **(INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

The Committee took no action regarding this informational report.

6. 06-88(a) An adopted resolution directing the Director of Human Resources to submit a progress report on the implementation of the Ceridian payroll/personnel system as reported by the Implementation Oversight Committee. **(Also to the Committee on Finance and Audit.) (REPORT FROM THE CERIDAN OVERSIGHT COMMITTEE – INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Rick Ceschin, Research Analyst, County Board

Jerry Heer, Director, Department of Audit

Dennis John, Chief Information Officer, IMSD-DAS

01:56 The Committee on Finance and Audit adopted a resolution (copy attached to original minutes) that was distributed to the Personnel Committee. Mr. Ceschin explained the resolution stating it authorizes the Director, Department of Administrative Services, to continue negotiations with Ceridian regarding price reduction and a more favorable pricing structure.

02:48 Mr. Heer began by stating this project began formally in July 2005 when the County Board approved a contract with Ceridian to implement a new human resources and payroll system. This implementation was originally scheduled to go live with the components of the system in April 2006. It was intended to cost about \$10 million. This breaks down to \$3.4 million for implementation and \$6.6 million to have Ceridian actually operate the system from 2006 through 2010. In the end, the first system piece was not implemented until July of 2007 with the last piece implemented in July 2008. The schedule slipped from April 2006 to July 2008 for completion.

Mr. Heer stated the budget, however, did not follow suit. It was initially thought that the additional time taken to implement this system was going to affect the budget. Fortunately, two things happened. Operating expenses budgeted were shifted to implementation, and Ceridian accepted some responsibility for their part in implementation. Ceridian agreed to a cost sharing proposal that kept the project substantially within budget. The final

SCHEDULED ITEMS:

implementation costs were \$4.5 million as opposed to the \$3.4 million that was originally budgeted.

Implementation hit some rough spots along the way. The goal, at this point, is not to make the same mistakes in implementing a system of this magnitude. In March 2007, an independent assessment of the project was conducted by Virchow Krause, which triggered a restart of the project. Through the assessment, it was discovered that the project had not been managed well. Project shortcomings were addressed in terms of the plan, resources, structure of the management team, commitment of management, and some of the methods used to manage the project. Key components (life and health for retirees) of the system were not built into the original implementation. It was added to the contract much later in the project than it should have been.

Mr. Heer indicated there are still outstanding items such as annuity and seniority hours. These items become especially critical when the County goes into layoff mode. Layoffs cannot be expected to be done properly in this government unless accurate information is provided in terms of bumping and seniority rights within the workforce. This is an ongoing effort.

Mr. Heer concluded by stating now that the system is up and running, it will not be necessary for the County to pay Ceridian to do certain tasks. Mr. John has been working with the Ceridian team to identify these tasks.

09:12 Mr. John stated the GENESYS System, which Ceridian replaced, was a system that evolved over a long period of time. That same evolution will happen with Ceridian as well. Changes to practices will continue to be identified and a determination will be made as to which will require adjustments within Ceridian, making it a better product. The trouble experienced at the very beginning of this process reflects greater scrutiny that went on as to how things were being done. Things that were being done incorrectly in GENESYS were identified and are being worked through differently and corrected within the Ceridian product.

Mr. John indicated overall, there are a few items that remain outstanding from the initial implementation. Within the next couple of weeks, these items will be implemented as solutions within Ceridian. He stated that throughout the entire process, IMSD has kept the Committee abreast of shortcomings both within the implementation and ongoing maintenance. This effort will continue throughout the

SCHEDULED ITEMS:

entire life of the Ceridian product.

Questions and comments ensued.

17:34 Ms. Patty Yunk, AFSCME-DC48, appeared and spoke regarding this item.

27:33 The Chairman directed Mr. John to provide the Committee with a follow-up report regarding the seniority list issue raised by Ms. Yunk. The Administration needs to determine what has to be provided to the Union in order to satisfy the intent of the bargained agreement.

The Committee took no action regarding this informational report.

Item #s 7 and 8 were considered together.

7. 08-278(a)(a) From the Director, Employee Benefits, requesting authorization to execute a three-year contract for administration of Milwaukee County's medical plan coverage. **(Laid over 11/06/08.) (Also to the Committee on Finance and Audit.)**

SEE ITEM #8 FOR COMMITTEE ACTION

8. 08-279(a)(a) From the Director, Employee Benefits, requesting authorization to execute a three-year contract for administration of Milwaukee County's prescription drug coverage. **(Laid over 11/06/08.) (Also to the Committee on Finance and Audit.)**

APPEARANCES:

Freida Webb, Director, Office of Community Business Development Partners

David Arena, Director, Employee Benefits Division

02:22 Ms. Webb stated that her Department is currently working with United Health Care (UHC) and Medco to resolve Disadvantaged Business Enterprise (DBE) issues. A report will be submitted back to the Committee on Finance and Audit regarding these issues for the January meeting cycle. She went on to state Finance and Audit Committee Members have strong concerns related to local DBE participation. These concerns have been expressed to both parties and work is being done to address them.

Questions and comments ensued.

04:02 Mr. Arena stated the Benefit's Division shares the same concerns as the

SCHEDULED ITEMS:

Committee on Finance and Audit regarding DBE participation and is very committed to complying with participation goals. Steps are currently being taken by both UHC and Medco to meet the criteria that is set out in this program. The Division will work with Ms. Webb's department to continue monitoring and encourage that participation. The response by both vendors has been very encouraging. UHC had their national director of supply diversity testify before the Committee on Finance and Audit. The highest levels of both organizations are very much aware of the DBE factors, are very interested in compliance, and have shown a genuine commitment, in his estimation, to meet these goals. Unfortunately, Medco's national director of supply diversity, who is based in Connecticut, was unable to make the meeting.

Mr. Arena mentioned an analysis of proposals for stop loss coverage from Cambridge Advisory Group was just received. Stop loss is used to insure the County against catastrophic claims. Generally, in this business, costs have been rising, but the bid received show a modest savings for the County this coming year as it relates to stop loss coverage. That bid was from UHC. The issue of stop loss is contemplated in the contract that is before the Committee for consideration.

MOTION BY: (Larson) Approve Item #s 7 and 8. 5-0

AYES: Larson, Borkowski, Weishan, Dimitrijevic,
and Cesarz (Chair) - 5

NOES: 0

9. 07-368(a) An adopted Resolution by Supervisors Borkowski, De Bruin, Cesarz, Quindel, Schmitt, Johnson and Rice authorizing and directing the Director, Department of Administrative Services – Division of Human Resources, and the Superintendent, House of Correction, to prepare and submit a supplemental action plan for enhanced recruitment, retention, and respite efforts for public safety positions at the House of Correction. **(Also to the Committees on Judiciary, Safety, and General Services and Finance and Audit.) (Reports from HOC and DHR. 03/14/08: Monthly status reports due on the implementation of Audit recommendations.) (INFORMATIONAL ONLY UNLESS OTHERWISE DIRECTED BY THE COMMITTEE)**

APPEARANCES:

Jerry Heer, Director, Department of Audit

Ron Malone, Superintendent, HOC

Deputy Inspector Richard Schmidt, Jail Administrator, Sheriff's Office

SCHEDULED ITEMS:

01:08 Mr. Heer stated the HOC has been taking steps to make sure the Correctional Officer (CO) positions are filled as to eliminate forced overtime. It has been a challenge, but positions are being filled through aggressive recruitment efforts. There is, however, one concern. With the transition to the Sheriff's Office, light will be shed on how COs are deployed at the HOC. The challenge for the 2009 Budget will be significant in terms of the budgeted salary money for CO1s. Budget constraint could possibly put the Department back to square one in terms of not having enough CO1 positions to fully staff the HOC. When that happens, overtime is forced. Mr. Heer went on to state that the Sheriff appears to be fully aware of these challenges. The Committee on Finance and Audit moved to quarterly reporting as part of their ongoing efforts to monitor the transition of the HOC from the executive branch to the Office of the Sheriff.

Questions and comments ensued.

03:37 Supervisor Borkowski requested that the Committee on Personnel continue to receive monthly reports because it is very important for this Committee to continue to be actively involved.

04:07 The Chairman directed that the Sheriff's Office provide the Committee with formal monthly reports for consideration in keeping with past practice regarding this item. This effort should be coordinated along with the Director of Audits and the Director of Human Resources.

04:54 Mr. Malone stated that Inspector Schmidt will be heading the detention facility, and Mr. Priebe will continue to be the fiscal administrator for the organization.

14:28 Supervisor Weishan requested that for the January meeting cycle, the Office of the Sheriff provide the Committee with the realignment plan detailing the transition, addressing the numbers as they relate to the audit recommendations, and what can be expected for the future.

16:03 Ms. Penni Secore, AFSCME- DC48 appeared and spoke regarding this item.

The Committee took no action regarding this informational report.

SCHEDULED ITEMS:

RECOMMENDATIONS RELATIVE TO CLASSIFICATION AND RATES OF PAY FOR CREATION OF POSITIONS IF RECOMMENDED BY THE FINANCE COMMITTEE:

10. 08-441 From the Chief Judge, requesting authorization to create one full-time equivalent (FTE) grant-funded position of Assess, Inform and Measure Coordinator for the Combined Court Related Operations Department. **(Also to the Committee on Finance and Audit, Department of Administrative Services, and Division of Human Resources.)**

APPEARANCE:

Holly Szablewski, Judicial Review Coordinator, Combined Court Related Operations

00:43 **MOTION BY: (Borkowski) Approve. 5-0**

AYES: Larson, Borkowski, Weishan, Dimitrijevic, and Cesarz (Chair) - 5

NOES: 0

COLLECTIVE BARGAINING (CAUCUS) (CLOSED SESSION):

The Committee may adjourn into closed session under the provisions of Wisconsin Statutes, Sections 19.85(1)(c), (g) for the purpose of discussing the following matter(s):

11. 08-P-01 Deliberation, negotiation or re-negotiation of collective bargaining agreements.

00:14 **MOTION BY: (Larson) Adjourn into closed session under the provisions of Wisconsin Statutes, Section 19.85(1)(c), (g), for the purpose of discussing Item # 11. At the conclusion of the closed session, the Committee may reconvene in open session to take whatever action(s) it may deem necessary on the aforesaid items. 5-0**

AYES: Larson, Borkowski, Weishan, Dimitrijevic, and Cesarz (Chair) - 5

NOES: 0

The Committee convened into closed session at approximately 10:30 a.m. The Committee did not reconvene back into open session.

SCHEDULED ITEMS:

STAFF PRESENT:

Anthony Snieg, Deputy Director, General Mitchell International Airport
Dr. Karen Jackson, Director, Human Resources, DAS
Maria Ledger, Assistant Director, CMO, Department on Aging
Mary Dutkiewitz, Human Resources Coordinator, Department on Aging
Jerry Heer, Director of Audits
Dennis John, Chief Information Officer, IMSD-DAS
Freida Webb, Director, Office of Community Business Development Partners
David Arena, Director, Employee Benefits Division
Ron Malone, Superintendent, HOC
Deputy Inspector Richard Schmidt, Jail Administrator, Sheriff's Office
Holly Szablewski, Judicial Review Coordinator, Combined Court Related Operations
Greg Gracz, Director, Labor Relations
Rick Ceschin, Research Analyst, County Board

This meeting was recorded. The foregoing items were not necessarily considered in agenda order. Committee files contain copies of the subject reports, communications, resolutions, and ordinances, which may be reviewed upon request to the Chief Committee Clerk. The official copy of these minutes, along with the audio recording of this meeting, is available in the County Board Committee Services Division.

Length of meeting: 9:05 a.m. to 11:03 a.m.

Adjourned,

Jodi Wapp

Committee Clerk
Committee on Personnel