

**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