TO: MEMBERS OF THE JOINT COMMITTEE ON LEGISLATIVE ORGANIZATION
FROM: Anne Sappenfield, Director
DATE: February 27, 2020
RE: Results of February 25, 2020 Mail Ballot

The following motions, as contained in the Joint Committee’s February 25, 2020 mail ballot, have been approved as follows:

MOTION A: That the Joint Committee on Legislative Organization (JCLO) create an office known as the “Legislative Human Resources Office” (LHRO), headed by a director of human resources appointed by JCLO. The LHRO shall be strictly nonpartisan and shall at all times observe the confidential nature of the information relating to legislators and legislative employees received by it. The office shall have the following duties for all employees of the legislative branch:

- Provide human resources information for incoming legislators and employees.
- Process payroll and benefits.
- Process and answer questions related to family and medical leave and reasonable accommodation requests.
- Aid legislative offices with informal concerns related to harassment, discrimination, retaliation, violence, and bullying.
- Conduct all reviews and investigations of formal complaints regarding an employee related to harassment, discrimination, retaliation, violence, and bullying, unless another entity is designated by the director to conduct all or a portion of the review or investigation.
- Receive and coordinate worker’s compensation claims.
- Oversee risk management compliance.
- Aid legislative offices with recruitment, performance management, and disciplinary needs.
- Produce human resources-related monthly, quarterly, and annual reports required by the state and federal government.
- Produce year-end individual tax information and Wisconsin Retirement System for employees.
- Assist employees with human resources-related questions and needs during all phases of employment.

The motion is effective immediately upon approval. For employees of the five legislative service agencies, the motion is effective November 1, 2020.

That the JCLO create the position of director of human resources, which shall have the following duties:

- Report directly to JCLO.
- Direct the operations of the LHRO staff.
- Employ, train, and supervise the personnel assigned to the director.
- Supervise all expenditures of the LHRO.
- Oversee all reviews and investigations of formal complaints of harassment, discrimination, retaliation, violence, or bullying.
- Upon completion of an investigation, report the findings to the appropriate legislative leader or supervisor.
- Recommend improvements relating to legislative human resources to JCLO on a periodic basis.

Approved by a vote of Ayes, 10 (President Roth; Speaker Vos; Sens. Fitzgerald, Feyen, Shilling, and Bewley; and Reps. Steineke, Felzkowski, Hintz, and Hesselbein); Noes, 0; and Not Voting, 0.

**MOTION B:** That the JCLO appoint Amanda Jorgenson as the director of human resources.

Approved by a vote of Ayes, 10 (President Roth; Speaker Vos; Sens. Fitzgerald, Feyen, Shilling, and Bewley; and Reps. Steineke, Felzkowski, Hintz, and Hesselbein); Noes, 0; and Not Voting, 0.

**MOTION C:** That the JCLO authorize the assignment of four vacant FTE positions from the two houses to the LHRO.

Approved by a vote of Ayes, 10 (President Roth; Speaker Vos; Sens. Fitzgerald, Feyen, Shilling, and Bewley; and Reps. Steineke, Felzkowski, Hintz, and Hesselbein); Noes, 0; and Not Voting, 0.

AS:jal