

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
August 8, 2011 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braugher.
2. Roll Call. Present: J. Braugher, M. Delany, D. Schultz and L. Zastrow; absent: C. Peterson. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, J. Roou, J. Schroeder, P. Ristow, G. Scott, K. Cauley, Mike Wallace (Fort Hospital)
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. No changes made.
5. Citizen Comments. None.
6. Approval of minutes. Motion by L. Zastrow, second by M. Delany, to approve the July 7, 2011 minutes, as presented. Motion carried.
7. Motion by D. Schultz, second by M. Delany, to recommend to County Board the creation of one full-time Economic Support Specialist position and not fill a vacant full-time Community Outreach Worker position. Motion carried.
8. Discussion concerning the creation of a Public Health Technician (LPN) for the Rock River Free Clinic. Additional information noted that the RRFC intends on entering into a MOU stating the RRFC will be responsible for any unanticipated costs associated with the LPN position.
9. Committee reviewed the Requested 2012 Human Resources Department budget. No questions were raised. Budget has been reviewed by the County Administrator and will be forwarded to the Finance Committee.
10. Discussion regarding a Whistle blowing Policy. Item will be addressed at the next meeting, to include a revised draft incorporating changes of reporting procedures.
11. Motion by D. Schultz, second by L. Zastrow, to recommend to County Board the Grievance Procedure Ordinance, as amended, including changes to HR0560 to reference the new ordinance. Motion carried.
12. Committee reviewed and discussed recommended changes to Personnel Ordinances found in Sections HR0100 and HR0200, as part of the ongoing process to review all personnel ordinances.
13. Motion by L. Zastrow, second by D. Schultz, to move into closed session item pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline, and 19.85(1)(e), consideration and update of union negotiations. All members present, L. Zastrow, J. Braugher, D. Schultz, and M. Delany responding "Aye". Moved into closed session at 9:54am.

- a. Motion by D. Schultz, second by M. Delany, to approve the Sheriff's recommended discipline. Motion carried.
14. Motion by D. Schultz, second by M. Delany, to reconvene into open session. All members present, L. Zastrow, J. Braugler, D. Schultz, and M. Delany responding "Aye". Reconvened into open session at 10:38am.
15. Committee discussed the option of a deductible plan through the State, including considering the option if there is not a negative impact on employees. A decision would need to be made at September County Board, and final premium costs will be known late August.
16. Next meeting is scheduled for Tuesday, August 16, 2011 @ 8:30am, to include items 10, 12, 14 and possibly 15.
17. Motion by D. Schultz, second by M. Delany, to adjourn. Meeting adjourned at 10:44am.

Janus B Braugler  
Human Resources Committee Secretary  
Chairman

August 16 2011  
Date