

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 18, 2011 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.
2. Roll Call. Present: J. Braughler, M. Delany, C. Peterson, D. Schultz and L. Zastrow. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, J. Rouu, M. Burow, Staci H, K. Cauley, P. Ristow, B. Kern, Greg W.
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. Jim Garity and Dale Naatz each spoke regarding being in favor of keeping pay practices the same at the Highway department, particularly in regards to overtime
6. Approval of minutes. Motion by L. Zastrow, second by D. Schultz, to approve the September 20, 2011 minutes, as presented. Motion carried 5:0.
7. Motion by M. Delany, second by L. Zastrow, to support a request to Finance Committee for a transfer of funds from contingency for labor negotiation consulting fees of William Bracken from Davis and Kuehlthau, S.C., not to exceed \$25,000. Motion carried 5:0.
8. Motion by C. Peterson, second by M. Delany, to recommend a resolution to eliminate a full-time Lead Intake Worker position and create a full-time Intake Worker position at Human Services. Motion carried 5:0.
9. Motion by D. Schultz second by L. Zastrow, to recommend a resolution to eliminate one part-time File Clerk position and one part-time vacant Medical Records Secretary position and to create one full-time Medical Records/File Clerk position at Human Services. Motion carried, 5:0.
10. Review of Resolution 2004-50, insurance coverage for active military employees and their families, completed. No action taken to amend.
11. Review of Resolution 2004-51, vacation accrual for employees on active military duty. No action taken to amend.
12. Motion by L. Zastrow, second by M. Delany, to recommend an ordinance change to HR0640, Health Insurance, to comply with new state regulations and reduce the waiting period for new hires to the first of the month following 30-days of employment effective January 1, 2012. Motion carried 5:0.
13. Discussion and consideration of HR0360, Hours of Work, Overtime and Compensatory Time. Discussion included possible changes to the work week, overtime and comp time to follow FLSA standards, language regarding shift differentials, on-call pay and call-in pay. Draft policy and discussion form Committee to be shared with Department Heads and item will be placed on next agenda for further discussion and possible action.
14. Draft of a workplace violence policy, including concealed carry issues, presented and discussed. Item to be brought back at a future meeting.
15. T. Palm provided an oral report regarding recruitment efforts for a Land Surveyor, as well as additional vacation and midpoint pay offered, and accepted, for the Family Division Manager position at Human Services.
16. Motion by D. Schultz, second by M. Delany, to convene into closed session pursuant to Wisconsin State Statues Section 19.85 (1)(b), 19.85(1)(e), and 19.85(1)(f), consideration of employee discipline, update and

consideration of union negotiations and consideration of employee(s) specific medical history as it relates to a leave of absence request. All members present, L. Zastrow, J. Braugher, D. Schultz, C. Peterson and M. Delany responding "Aye". Moved into closed session at 10:00am.

a. Motion by C. Peterson, second by L. Zastrow, to approve the Sheriff's discipline recommendation.
Motion carried 5:0.

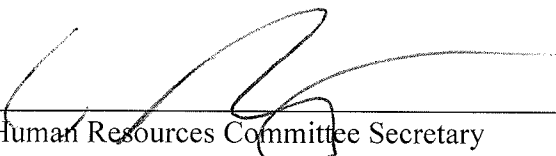
17. Motion by L. Zastrow, second by M. Delany, to reconvene into open session and take action on items discussed in closed session. All members present, L. Zastrow, J. Braugher, D. Schultz, C. Peterson and M. Delany responding "Aye". Reconvened into open session at 10:16am.

a. Motion by C. Peterson, second by, D. Schultz, to approve the request to extend a leave of absence, not to exceed one year. Motion carried 5:0.

b. Motion by D. Schultz, second by L. Zastrow, to recommend to County Board the tentative agreement with the Sheriff's union (Labor Association of Wisconsin). Motion carried 5:0.

18. Next meeting is scheduled for Tuesday, November 15, 2011 at 8:30am, to include items concerning revisions to Personnel Ordinance, including HR0360 and Workplace violence, and 2011 and/or 2012 wages and benefits for non-represented and AFSCME employees.

19. Motion by M. Delany, second by D. Schultz, to adjourn. Motion carried 5:0. Meeting adjourned at 10:19am.



Human Resources Committee Secretary

11-15-11

Date