

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
February 21, 2012 @ 8:30am
Jefferson County Courthouse, Room 202**

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. Roou, P. Ristow, J. Parker, P. Milbrath, S. Hoffman, C. Robinson, D. Ehlinger, Y. Duesterhoeft, A. Jenswold, B. Block, K. Spory (Daily Union)
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Move closed session, and returning to open session, to immediately follow #9, Review of Civil Service Ordinance.
5. Citizen Comments. None.
6. Approval of minutes. Motion by M. Delany, second by L. Zastrow, to approve the January 17, 2012 minutes, as presented. Motion carried 5:0.
7. Communications. Thank you from Jeff Endl read.
8. Motion by L. Zastrow, second by D. Schultz, to recommend to changes to the Human Resources Committee duties in County Board rules to clarify grievances the Committee may hear. Motion carried 5:0.
9. Motion by D. Schultz, second by C. Peterson, to have HR Director draft an amendment to the Civil Service Ordinance to open recruitment for the Chief Deputy position to outside candidates (not currently employed in the Jefferson County Sheriff's Office) as well as internal candidates. Motion carried, 5:0.
10. Motion by D. Schultz, second by C. Peterson, to convene into closed session pursuant to Wisconsin State Statues Section 19.85 (1)(b), consideration of employee discipline. All members present, L. Zastrow, J. Braughler, D. Schultz, C. Peterson and M. Delany responding "Aye". Moved into closed session at 9:15am.
 - a. Motion by D. Schultz, second by C. Peterson, to approve the Sheriff's discipline recommendation. Motion carried 5:0.
11. Motion by D. Schultz, second by M. Delany, to reconvene into open. All members present, L. Zastrow, J. Braughler, D. Schultz, C. Peterson and M. Delany responding "Aye". Reconvened into open session at 9:20am.
12. Motion by L. Zastrow, second by M. Delany, to recommend a resolution to Board to create one full-time Deputy Veterans Service Officer and not fill one full-time, vacant Veterans Service Benefits Specialist position. Motion carried 5:0.
13. Motion by D. Schultz, second by C. Peterson, to recommend a resolution to Board to create one full-time Highway Worker position and eliminate one full-time, vacant, Custodian position.. Motion carried 5:0.
14. Motion by M. Delany, second by L. Zastrow, to recommend a resolution to Board to create one full-time Deputy Court Clerk II-General position and eliminate two part-time Deputy Court Clerk II-General positions, of which one is vacant and the other unfunded. Motion carried 5:0.
15. Consideration of wages and benefits for constitutional elected official positions. Discussion included comparable counties, internal department heads¹ and factors such as step increases, and to model the

resolution from the template provide by Wisconsin County Association to address Wisconsin Retirement and other benefits.

- a. Register of Deeds. Motion by D. Schultz, second by M. Delany, to recommend to County Board setting forth the salary for the Register of Deeds of 11% in 2013, 1% in 2014, 1% in 2015 and 1% in 2016. Motion by D. Schultz, second by M. Delany, to withdraw motion. Motion by D. Schultz, second by M. Delany, to recommend to County Board setting forth the salary for the Register of Deeds as follows: 2013, \$60,777.60; 2014, \$61,380.80; 2015, \$62,004.80; 2016, \$62,628.80. Motion carried 5:0.
- b. County Clerk. Motion by C. Peterson, second by L. Zastrow, to recommend to County Board setting forth the salary for the County Clerk as follows: 2013, \$69,929.60; 2014, \$70,969.60; 2015, \$72,030.40; 2016, \$73,112.00. Motion carried 5:0.
- c. Treasurer. Motion by D. Schultz, second by L. Zastrow, to recommend to County Board setting forth the salary for the Treasurer as follows: 2013, \$62,150.40; 2014, \$62,774.40; 2015, \$63,398.40; 2016, \$64,022.40. Motion carried.

16. Motion by M. Delany, second by C. Peterson, to authorize the Human Resources Director to gather RFPs for a compensation and benefit plan study and request funds of approximately \$70,000 be transferred from the General Fund. Motion carried 5:0.

M. Delany excused herself at 11:25am for a prior commitment.

17. Motion by D. Schultz, second by L. Zastrow, to recommend to County Board amendments to the County Personnel Ordinance to include a formalized progressive discipline policy, amend Section 0520 to remove reference to at-will employment, and amend any other sections that would conflict with the just cause employment standard for non-department head employees. Motion carried 3:1 (D. Schultz, C. Peterson, L. Zastrow voting "aye"; J. Braugher, "nay", and M. Delany absent).

L. Zastrow excused himself at 12:05pm for a prior commitment. ~~Quorum~~ of J. Braugher, C. Peterson and D. Schultz remained.

18. Motion by D. Schultz, second by C. Peterson, to recommend to County Board to recommend to County Board updates to the County Personnel Ordinance to amend all sections in HR0100, HR0200, HR0300, HR0400 (except HR0490, Vacation Donation Policy) and HR0510, as presented with Committee's amendments, to conform to practice and changes in recent State and Federal regulation. Motion carried 3:0.

19. Report from Human Resources Director presented, including a listing of quarterly vacancies and emergency help requests and a summary of 2011 accrual carryovers and payouts.

20. Tentative meeting scheduled at 10:30am on Tuesday, March 6, 2012 to address changes that may be necessary to the final draft of the progressive discipline ordinance and other sections related to just-cause standard. Next regular scheduled meeting at 8:30am on Tuesday, March 20, 2012 to include revised draft of Civil Service Ordinance.

21. Motion by D. Schultz, second by C. Peterson, to adjourn. Meeting adjourned at 12:13pm.



Human Resources Committee Secretary

3 - 6 - 12

Date