

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 19, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler, G. David, D. Schulz, P. Rogers and J. Schroeder. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, B. Lamers, C. Robinson, G. Winter, B. Udovich, B. Kern, A. Jenswold, S. Hoffmann, T. Punzel, J. Parker, P. Milbrath, Jeff Middleton, AFSCME 40 Representative.
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. A. Jenswold, Highway, spoke regarding additional compensation for Highway workers provided in HR0360 and Equipment Operators moving to grade 5.
6. Motion by P. Rogers, second by D. Schultz, to approve the February 27, 2013 minutes as printed. Motion carried 5:0.
7. Motion by P. Rogers, second by G. David, to approve the February 28, 2013, minutes as printed. Motion carried 5:0.
8. Communications: Email dated March 18, 2013, from Bill Kern proposing a premium for operating heavy equipment.
9. Committee reviewed the Human Resources Committee meeting dates and times for May 2013 – April 2014 with no changes at this time. No action taken.
10. Committee acknowledged the five retirements for the first quarter, 2013, to be presented at the April Board meeting.
11. Committee reviewed the recommended grade placements of elected officials, with the exception of the Coroner, acknowledging this as an internal equity guideline when setting future salaries. Sheriff, grade 16; Clerk of Courts and County Clerk, Grade 12; County Treasurer and Register of Deeds, Grade 10. No action taken.
12. Human Resources Director provided Committee with a brief update on a Risk Manager/Safety Consultant through WMMIC. Recruitment/interviews were completed but the selected candidate turned down the position. Although WMMIC is not currently pursuing the position, \$15,000 is currently in the Human Resources budget. The HR Director indicated it would be beneficial to conduct a county-wide safety audit and would be gathering more information. No action taken.
13. Human Resources Director provided an update on providing a nearby location as a drop off spot for a Community Supported Agriculture. The HR Director contacted the City of Jefferson manager, Tim Freitag, and will be working jointly at providing information to employees. The High Meadow Farm was selected based on their response to a questionnaire, which most closely matched the replies from

employees. Information on other CSAs in Jefferson County will be provided to employees. No action taken.

14. Motion by P. Rogers, second by D. Schultz, to recommend to County Board an amendment to HR0430, FMLA and Military Leave Act, to comply with amended federal regulations. Motion carried 5:0.
15. Motion by D. Schultz, second by P. Rogers, to support a policy at the Highway department to pay Highway workers a premium of \$1.00/hour when operating E2 equipment (rollers, loader-backhoe, end loader, drill truck operator, hi-lift operator) and \$2.00/hour when operating E1 equipment (backhoe, grader, dozer, paver, chip spreader, shoulder machine), to review in one year, or by May 1, 2014. Motion carried 5:0.
16. Motion by D. Schultz, second by P. Rogers, to recommend to County Board amendments to HR0360, Hours of Work, Overtime and Compensatory time, to strike the first sentence in B. 8. c, as well as "paid non-cumulative...Lead position." and add section B.8.f to include language for premiums for highway workers when operating heavy equipment, to review in one year. Motion carried 5:0. NOTE: *section e, winter maintenance, will be sent to Highway Committee for input and reviewed at a future date.*
17. Motion by J. Schroeder, second by G. David, to deny Carlson Dettmann's recommendation of the review of the Highway Equipment Operator, and positions are reclassified as Highway Workers and remain at grade 4. Motion carried 5:0.
18. Discussion of review by an individual Highway Worker requesting to be classified as an Equipment Operator. No further action taken per policy established to pay Highway workers a premium when operating equipment.
19. Discussion of policy options to allow wage negotiations/adjustments with current employees, other than step increase. Committee directed staff to report on policies, if any, from other counties and municipalities.
20. Report from Human Resources Director on 2012 accrual carryovers, emergency help requests and position vacancy requests for the fourth quarter, 2012.
21. Closed session due to consideration of employee discipline not needed at this time.
22. Next meeting scheduled 8:30am, Tuesday, April 16, 2013, to include update of Act 10 law suits, possible policy to adjust current employee wages, report on vacation donation activity.
23. Motion by G. David, second by P. Rogers, to adjourn. Meeting adjourned at 10:01am.



 Human Resources Committee Secretary

4-16-13

 Date