

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 16, 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: K. Cauley, T. Palm, J. Molinaro, G. Winter, B. Kern, A. Jenswold, S. Hoffmann, J. Parker, P. Milbrath, B. Block, D. Nelson, G. Scott, P. Ristow, Lydia Statz, Daily Union
3. Certification of compliance with the Open Meetings Law by K. Cauley.
4. Agenda reviewed to move closed session item to immediately follow Communications.
5. Citizen Comments. None.
6. Motion by P. Rogers, second by G. David, to approve the March 19, 2013 minutes as printed. Motion carried 5:0.
7. Communications: Copy of a draft of Law Enforcement Committee meeting from March 22 addressing the issue of Medical Examiner and a copy of the Human Resources 2012 Annual Report was distributed.
8. Motion by P. Rogers, second by G. David, to convene into closes session pursuant to Wisconsin Statutes 19.85(1(b), consideration of employee discipline. All members present responding "Yes". Moved into closed session at 8:35am. NOTE: J. Parker, P. Milbrath, P. Ristow and T. Palm remained present for closed session.
Motion by D. Schultz, second by P. Rogers, to approved the Sheriff's recommendation of disciplinary action. Motion carried 5:0.
9. Motion by D. Schultz, second by P. Rogers, to reconvene into open session. All members present responding "yes". Moved into open session at 8:53am.
10. Reviewed ordinance based on discussions from March meeting to add language providing a premium for E1 and E2 equipment. J. Schroeder stated his continued concern that essentially equipment operators could be 'demoted' (making less than current highway workers) if assignments to equipment were not given first to current operators. Motion by D. Schultz, second by P. Rogers, to recommend to Board ordinance amendment to HR0360, impacting Highway Worker premium compensation when operating equipment. Motion carried 4:1 (J. Schroeder).
11. Motion by J. Schroeder, second by D. Schultz, to advance the resolution to County Board to create a part-time Driver at Human Services. Motion carried 5:0.
12. Motion by J. Schroeder, second by D. Schultz, to advance the resolution to County Board to create a part-time WIC Dietetic Technician. Motion carried 5:0.
13. Committee discussed and reviewed sample ordinance language to allow for wage adjustments for department heads when appropriate. The County's pay structure is very rigid, with very specific means to move through steps. There is no current language that allows for employees to skip steps, which may

be beneficial if the employee would leave employment because of pay. Discussion also included an inquiry as to why this may only apply to department heads. Committee asked that this be considered in the near future, allowing the new County Administrator to have input into the policy.

14. Motion by D. Schultz, second by P. Rogers, to endorse the recommendation of the Law Enforcement Committee to abolish the office of Coroner and create a Medical Examiner position, following the end of the current Coroner's term. Motion carried. Note: Human Resources will work with the Coroner to develop a job description and have the position of a Medical Examiner evaluated and placed on our new pay plan.
15. Phil Ristow, Corporation Counsel, reviewed a summary from Gonzalez Saggio Harlan, 3/14/13, which outlined that the decision in Dan County only affects Dane County, not other counties; the Federal 7th Circuit Court upheld Act 10; and the State can appeal to the Supreme Court, which may or may not even hear the case. Ristow also reminded the Committee that our contracts with AFSCME expired 12/31/11 and as they did not recertify, these unions are decertified. This is the ruling as it stands today, unless appeals are filed.
16. Terri Palm gave a brief summary of upcoming decisions the County will need to make to comply with the Affordable Care Act (ACA) or Health Care Reform Act. This includes the decision to "pay or play" and setting the look back period to determine if employees are eligible for coverage. The State plan also has rules that need to follow, providing a more generous definition of who needs to be offered coverage. Even so, the County will have to have a plan in place by July 1, 2013 to comply with the ACA. At the next meeting there will be a presentation by a firm that specializes in this area.
17. Terri Palm, Human Resources Director, provided the Committee with an update on the status of a county safety program. The 2013 budget included funds to share a Safety Manager with two other counties. This Safety manager was to be hired and managed by WMMIC; unfortunately, this strategy did not work out. Palm believes there are safety risks throughout the County, including missing or incomplete written, required plans. She also believes there are duplication of efforts and these plans and efforts would be better served to be coordinated, not only for the County but the safety of employees. Palm is currently receiving verbal quotes from consultants to do a mini audit or gap analysis (excluding Highway) to provide a written report of our strengths and areas of improvement, and to prioritize areas that need the most immediate attention.
18. Terri Palm reported on 20 vacancies in 9 departments for the first quarter of 2013, as well as 5 requests for emergency help. Finally, she reported on the status of our vacation donation policy, which included 19 donors and 12 recipients to the program since it began in 2001.
19. Next meeting scheduled 8:30am, Tuesday, May 21, 2013, to include a presentation on the Health Care Reform Act.
20. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 9:40am.


Human Resources Committee Secretary

5/21/13
Date