

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 18, 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, P. Rogers, D. Schulz, and J. Schroeder. Quorum established. Others Present: K. Cauley, T. Palm, J. Molinaro, P. Ristow, B. Lamers, A. McGraw, C. Diestelmann, R. Witte, D. Heling.
3. Certification of compliance with the Open Meetings Law by K. Cauley.
4. Agenda reviewed with no changes.
5. Citizen Comments. A. McGraw, C. Diestelmann, R. Witte and D. Heling individually spoke on the reclassification results and how they compare with other positions.
6. Motion by D. Schultz, second by G. David, to approve the May 21, 2013 minutes as printed. Motion carried 4:0 and 1 abstain (P. Rogers).
7. Communications: handouts from public comment, the Classification and Compensation study review process, Personnel Ordinance HR0210, email from B. Frank supporting A. McGraw's reclassification and questioning the recommendation of a part-time Safety Coordinator position verses contracting, and *Supreme Court Accepts Act 10 Case by Davis & Kuelthau.*
8. T Palm, HR Director, presented the Human Resources Department monthly financials, noting any line items that were higher than expected would incur little if no other expense in 2013.
9. April – June 2013 Retirements: Committee was notified of 5 retirements during the second quarter that will be presented at the July County Board.
10. HR Director, T. Palm, presented her recommendation to the Committee regarding a request for a part-time Safety Coordinator in the 2014 budget. Discussion included issues of the need to have safety a priority in the County, policies/procedures that need to be developed to comply with regulations, \$15,000 budgeted in 2013 to contract for 6 hours with WMMIC (which did not work out) and the extra \$4000 - \$5000 needed would be in the HR Budget, not increasing tax levy. Committee acknowledged the need and asked HR Director to inquire on the level of service and funds spent at Highway, and determine if working together would be a better benefit.

11. HR Director, T. Palm, presented an update on the Affordable Care Act, indicating that census data was currently being evaluated by The Horton Group, and an analysis presented at next meeting.
12. Consider reclassification recommendations. Motion by D. Schultz, second by P. Rogers, to consider these requests under the Reclassification Process, not the Classification and Compensation Study Review process, as the deadlines for that process are passed. Motion carried 4:1 (G. David). Discussion of history of accepting reclassifications in conjunction of previous union contracts and that this is new territory and perhaps a transitional year. Request to have a representative from Carlson Dettmann available at the next meeting to help decipher the reclassification process/results to assist in HR Committee making a decision.
13. Discussion of the past practice of utilizing all accruals, earned and not earned, immediately prior to the last day worked. This is a long-standing practice that will require education and continual support to have a cultural change effected. Item will be on future agenda.
14. Written report from HR Director presented, including an update on the CSA Program, the number of new position and reclassification requests for 214, vacant position and emergency help requests.
15. Next meeting date scheduled 8:30am, Tuesday, July 23, 2013, to include a presentation from Carlson Dettmann on reclassifications and an update on the Affordable Care Act.
16. Motion by P. Rogers, second by D. Schultz, to adjourn. Meeting adjourned at 10:20am.

Approved at the July 23, 2013 meeting