

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 15, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braugher.
2. Present: J. Braugher; P. Babcock; J. Mode; M Wineke; G. David, at 8:32am. Quorum established. Others Present: T. Palm, B. Wehmeier, B. Ward, D. Hummel, D. Naatz, B. Lamers, B. Frank, B. Kern.
3. Certification of compliance with the Open Meetings Law by County Administrator, B. Wehmeier.
4. Agenda reviewed with no changes, but noted that items #13 and #14 will be addressed at 9:00am. *Note: Items #15 and #16 were discussed prior to items #13 and #14.*
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the June 17, 2014 minutes. Motion carried 5:0.
7. Communications. A report from Human Resources Director was distributed, including goals/accomplishments for June, 2014; the new Safety Coordinator starting above minimum with one week of vacation for 2014; vacant position and emergency help requests.
8. Review of Monthly Financial Report. HR Director noted nothing unordinary for May, but would expect the Reclassification Account to be over, as \$2500 was budgeted and the reclassifications and compression analysis exceeded this amount. Overall budget still approximately 7% under budget.
9. Funding is available via the ADRC state contract and Federal Medicaid dollars to build the ADRC program. Motion by P. Babcock, second by J. Mode, to recommend to County Board the creation of one part-time Aging and Disability Resource Specialist position at Human Services. Motion carried 5:0.
10. Motion by J. Mode, second by P. Babcock, to recommend to County Board the creation of one part-time Disability Benefit Specialist at Human Services. Motion carried 5:0.
11. The Jefferson County Affirmative Action and Equal Employment Opportunity Policy was last reviewed and updated in 2004 by the County Board. Motion by M. Wineke, second by J. Mode, to recommend to County Board amendments to the Affirmative Action and Equal Employment Opportunity Policy to comply with new regulations and current practice and

grant the Human Resources Committee to make minor changes as needed. Motion carried 5:0.

12. Certain employees or groups of employees have a varied work-schedule, including 4-10 hour days verses the typical 5-8 hour days. The current Holiday Ordinance does not address how holidays can or should be taken for these employees. Motion by G. David, second by P. Babcock, to recommend to County Board an amendment to Personnel Ordinance HR0645, Holidays, to conform to practice and provide the supervisor flexibility of scheduling around holidays, with Corporation Counsel review. Motion carried 5:0.

The Committee reviewed the cost and efficiency of Equipment Operator Pay as addressed in Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time. B. Kern, Highway Commissioner, was supportive of adjusting steps for the Foreman to create a 5% spread between the highway workers. He also presented his recommendation to leave the current pay differential in place, providing management the opportunity to put a Certification requirement in place for equipment operators. B. Kern indicated he met with the Equipment Operators, Highway workers who operated equipment and the superintendents and the response was mixed in regards to how to compensate for operating equipment. Further discussion occurred regarding requiring certification, but that will take some time. The WCA does have a good starting point with information and templates available. J. Braugher inquired about the possibility of tying different pay to the summer season when equipment was primarily operated. P. Babcock inquired how assignment of equipment occurred and if there was ever a grievance of someone getting passed by. Mr. Kern indicated the superintendents assign equipment to operators based on the number of various projects that are going on at a time, and that concern has been brought to his attention. But, based on the number of projects being done simultaneously, the various locations throughout the county, and the different timeframes of each project, assignments are made that best meet the operational needs of the County.

At 9:05am, a conference call occurred with Charles Carlson, Carlson Dettmann Consulting, to discuss the reclassification and compression concern of Sergeants. Mr. Carlson indicated that it is a very common problem around the state. But, he has reviewed the data and today does not see a serious compression issue, but within a couple of years there will be an issue if the pay plan in general is not adjusted. Mr. Carlson's suggestion is to face the issue of a general increase across-the-board, understanding the concern of growing health insurance costs. Mr. Carlson's recommendation regarding the reclassification review is the sergeants are in the correct pay grade 9 unless supervisory duties are ramped up, but then would be exempt position. To make a decision today to bump up to grade 10 with a hybrid exemption faces an FLSA audit. His recommendation is to delay a decision until the County knows what, if any, COLA can be provided to everyone, as well as pursue a change in health insurance plan design.

Note: Mr. Babcock excused at 9:42am.

13. After discussion with the Highway Commissioner and Mr. Carlson:
 - a. Motion by J. Mode, second by G. David, to recommend to the County Board an adjustment of two steps for the Highway Foreman within current pay grade to address the compression concern. Motion carried 4:0.
 - b. Motion by J. Mode, second by G. David, to recommend to County Board an amendment to HR0360, Hours of Work, Overtime and Compensatory time to indicate a review was completed and a certification plan is being highly considered. Motion carried 4:0.
14. No action taken. Will be addressed at future meeting.
15. Discussion that Anytime Fitness would like to provide a benefit to our employees and their families and this would not be just for government employees, but other businesses as well. Motion by G. David, second by J. Mode, to partner with Anytime Fitness to support and promote health and wellness for Jefferson County. Motion carried 4:0.
16. Next meeting date August 19, 2014 at 8:30am and change the September date to Wednesday, September 17 due to scheduling conflicts. Items will include undecided items on the agenda and a possible LOA request.
17. Motion by J. Mode, second by M. Wineke, to adjourn. Meeting adjourned at 10:00am.