

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
November 18, 2014 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Lamers, B. Wehmeier, B. Ward, B. Frank, G. Scott.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the October 18, 2014 minutes. Motion carried 5:0.
7. Communications: Revised draft of Ordinance HR0360 distributed.
8. Monthly Financial Report. Currently Human Resources is about 12% under budget, but have the remaining amount for the HIPAA Privacy still pending.
9. Motion by J. Mode, second by G. David, to authorize the County Administrator to increase the annual contribution for unreimbursed medical expense for flexible spending from \$2500 to \$2550 for 2016. Motion carried 5:0.
10. Motion by G. David, second by J. Mode, to recommend an ordinance change to County Board to amend Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time to provide flexibility in compensatory carryover for Intake On-call workers and correct the FLSA classification for Public Health Nurses and WIC Project Director, with changes recommended by Corporation Counsel and HR Director. Motion carried 5:0.
11. October Monthly Report outlining the activities of the HR Department and goals for November provided. No action taken.
12. Motion by J. Mode, second by P. Babcock, to move into closed session under Wisconsin State Statutes Sections 19.85 (1)(b) and 19.85 (1)(f), consideration of employee discipline and consideration of specific employee's medical condition. All present responding "Aye". Moved into closed session at 8:46am.

*Note: Also present were B. Ward, Corporation Counsel; B. Wehmeier, County Administrator; and T. Palm, Human Resources Director. G. Scott, Health Director, present for 19.85(1)(f) and J.*

*Parker, Chief Deputy, present for 19.85 (1)(b). Also noted, the Committee will serve as the Civil Service Grievance Committee when considering the employee discipline.*

Motion by J. Mode, second by G. David, to approve the reduced hours extension for the leave of absence request through November 18, 2014, and authorize the HR Director and County Administrator to extend the leave if necessary through December 16, 2014. All present responding “Aye”. Motion carried 5:0.

13. Motion by G. David, second, by P. Babcock, to reconvene into open session. All present responding “Aye”. Committee reconvened into open session at 9:25am.

Motion by J. Mode, second by P. Babcock, to approve the Sheriff’s disciplinary recommendation of unpaid suspension. Motion approved 5:0.

14. Next meeting set for December 16, 2014 at 8:30am. To include items of HIPAA ordinance amendment.

15. Motion by P. Babcock, second by G. David, to adjourn. Meeting adjourned at 9:28am.