

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 21, 2015 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braughler.
2. Present: J. Braughler, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Cauley, B. Lamers, B. Frank, B. Block, J. Garity, J. Schroeder.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Reviewed with no comments.
5. Citizen Comments. Barry Block, Highway, spoke against the Uniform and Safety allowance ordinance. Indicated the Highway has been allowed to purchase other items such as jeans and gloves and feels it would be good to continue. Kathi Cauley spoke for the Uniform and Safety allowance ordinance, indicating all of her staff are expected to dress professionally and are not reimbursed for normal work clothing.
6. Motion by P. Babcock, second by J. Mode, to approve the March 17, 2015 minutes. Motion carried 5:0.
7. Communications: Draft of county-wide meeting schedule for May 2015 – April 2016 and a draft of the Human Resources 2014 Annual Report were distributed.
8. Human Resources Committee meeting dates for May 2015 – April 2016 reviewed. No changes noted at this time.
9. Monthly Financial Report. February, 2015 report reviewed. T. Palm provided explanation that over budget on line item for Flexible Spending due to the administrative fees not accounted for when the County opted to provide FSA dollars for all eligible employees. Total annual deficit may be about \$16,000. T. Palm will monitor budget throughout the year and watch other line items for any potential savings to offset the deficit.
10. Motion by J. Mode, second by G. David, to recommend to County Board the elimination of part-time Driver positions and creation of a pool of Driver positions at Human Services. Motion carried 5:0.
11. Motion by P. Babcock, second by G. David, to approve the pay rates for summer, seasonal and occasional non-classified positions as presented. Motion carried 5:0. (A copy of recommendation is available on-line or from Human Resources).

12. Discussion regarding inconsistencies in uniform and safety gear reimbursement throughout county departments, including IRS regulations on clothing allowance. Further discussion on how County would handle the situation where an employee already received the maximum reimbursement for a *taxable* item in 2015 and that the employee would be allowed to turn in receipts for a non-taxable reimbursement to avoid the taxation. Motion by J. Mode, second by P. Babcock, to recommend to County Board to create a Personnel Ordinance to address uniform and/or safety clothing/gear reimbursement. Motion carried 5:0.
13. Motion by J. Mode, second by G. David, to recommend to County Board to create a Personnel Ordinance of Safety in the Workplace. Motion carried 5:0.
14. Discussion of language of Bereavement Policy, specifically if it covered step-parent-in-law. Motion by J. Mode, Second by P. Babcock, that the current language of the Bereavement ordinance does not cover step-parent-in-laws. Motion carried 5:0.
15. Committee asked staff to survey other counties and municipalities on bereavement policies and draft a revision that would provide a little more flexibility but still have control, such as using sick time when bereavement doesn't cover the situation.
16. Discussion of future policies/ordinances that the County should consider, including violence in the workplace, bullying in the workplace, drug and alcohol use in the workplace, reclassification process for elected officials.
17. Motion by G. David, second by J. Mode, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(b), consideration of employee discipline and 19.85 (1)(f), preliminary consideration of specific personnel problems and the investigation of charges against specific person(s). All committee members responded "Aye". Moved into closed session at 9:16am.

NOTE: Also Present were T Palm, B. Wehmeier, B. Ward and J. Schroeder.
18. Motion by P. Babcock, second by G. David, to reconvene into open session. All present responded "Aye". Reconvened into open session at 9:31am.
19. Report from Human Resources Director was discussed, covering March Monthly department report, vacant position and emergency help requests and hiring above minimum steps and benefits.
20. Next meeting set for Tuesday, May 19, 2015 at 8:30am. Possible agenda items include ordinances to address Bereavement Leave, Violence in the Workplace, and Alcohol and Drug Use in the Workplace.
21. Motion by P. Babcock, second by G. David, to adjourn. Meeting adjourned at 9:35am.