

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 16, 2015 @ 8:00am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:00am by Chair, J. Braugler.
2. Present: J. Braugler, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, B. Lamers and C. Robinson.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Reviewed with no comments.
5. Citizen Comments. None.
6. Communications: Revised draft to amend Ordinance HR0680 and Human Resources Department monthly reports for April and May distributed.
7. Motion by P. Babcock, second by G. David, to approve the April 21, 2015 minutes. Motion carried 5:0.
8. Monthly Financial Report. April, 2015 report reviewed. No new issues noted.
9. Review of April – June, 2015 Retirements. Six recent retirements discussed with five in the Health Department and one in Register of Deeds. A wooden cutting board will be presented to employees with 25 or more years of service with the County.
10. Motion by G. David, second by J. Mode, to recommend to County Board an amendment to Personnel Ordinance HR0680, Sick Leave with Pay, that specifically defines a dependent child as under 18 years of age, 18 or 19 years of age if attending classes to obtain High School degree or equivalent, or adult child permanently disabled. Motion carried 5:0.
11. Motion by J. Mode, second by G. David, to approve filling the vacant Senior Systems Analyst position with a position having less qualifications, per HR0220, Application Procedure. Motion carried 5:0.
12. Report from Human Resources Director was discussed, covering vacant position and emergency help requests, hiring Public Health Nurses above minimum steps and benefits and reclassification recommendations for 2016.
13. Motion by G. David, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(f), consideration of medical data of specific person as

it relates to a personal leave request. All committee members responded “Aye”. Moved into closed session at 8:25am.

NOTE: Also present were T Palm, B. Wehmeier and B. Ward.

14. Motion by J. Mode, second by G. David, to reconvene into open session. All present responded “Aye”. Reconvened into open session at 8:31am.
 - a. Motion by P. Babcock, second by M. Wineke, to approve the requested 7 weeks of Leave of Absence, through August 3, 2015. Motion carried 5:0.
15. Next meeting set for Tuesday, July 21, 2015 at 8:30am. Possible agenda items include ordinances to address Reclassification process for Elected Officials, Bereavement Leave, Violence and Bullying in the Workplace, and Alcohol and Drug Use in the Workplace.
16. Motion by P. Babcock, second by J. Mode, to adjourn. Meeting adjourned at 8:39am.