

**ADMINISTRATION & RULES COMMITTEE
FINANCE COMMITTEE
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 18, 2015 @ 10:00am
Jefferson County Courthouse, Room 202**

1. Call to Order: County Board Chair, Jim Schroeder, called the meeting to order at 10:03 am.
2. Roll Call:
 - Administration & Rules Committee: Present: Jim Braughler, Jennifer Hanneman, Steve Nass, Amy Rinard, Jim Schroeder.
 - Finance Committee: Present: Jim Braughler, Jennifer Hanneman, Dick Jones, Blane Poulson, Jim Schroeder.
 - Human Resources Committee: Present: Paul Babcock, Jim Braughler, Greg David, Jim Mode. Excused: Michael Winecke.
 - Others Present: Bill Kern, Highway Commissioner; Brian Lamers, Finance Director; Terri Palm, Human Resources Director; Blair Ward, Corporation Counsel; Ben Wehmeier, County Administrator; Carlton Zentner, County Board Supervisor District 26.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: None.
7. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Ben Wehmeier introduced the issue stating the Human Resources Committee discussed earlier that morning the ability to recruit and retain certain positions in the County, particularly Public Health Nurses, Mental Health Specialists (requiring licensure) and Programming professionals, as well as Attorneys and Highway workers. In order to recruit, the County has taken several approaches, including: starting many of these positions above minimum step (at times above mid point); re-posting the position with less than desired qualifications (which often means Jefferson County trains the individual and then the employee leave); utilize outside Placement Agencies. Further discussion indicated the County is competing more with the private sector now than ever before and the labor market has changed drastically and quickly in less than five years. The supply and demand for Jefferson County will make it increasingly challenging as there will be an increase for demand due to more employees eligible to retire and less of a supply of applicants attracted to the Public sector. Administration and Human Resources have discussed other options: requiring authorized flexibility to implement policies such as retention bonuses, performance bonuses, one-time bonuses, time off flexibility, approving

additional time off, and other attractions important to employees. Also discussed was the affect any implementations will have on compression, internal equity and conducting an employee engagement survey to discover what is important to employees who may be affected by their position and generational gaps. The challenge will be finding solutions that consider responsibilities to the public, the needs of employees and the ebb and flows of market changes.

Committee discussed that it may not be prudent to lock into something specific but to give Administration and Human Resources flexibility within policy guidelines to implement recruitment and retention strategies. Committee also felt it was important to meet the challenges of current and critical situations and address issues such as the current vacation schedule and flexibility of hours. It was suggested to survey department heads for ideas of recruitment and retention they may have, such as developing a PTO (Paid Time Off) system. Also discussed using P-card savings for bonuses, providing incentive to departments to utilize the card.

Requests from committees of what would like to see for the upcoming year include:

- Giving Administration and HR ability to negotiate outside the ordinance for new and current employees
- A list of options to consider
- A presentation of PTO system
- A proposed amendment to current vacation schedule
- Address issue of recruiting and retaining Mental Health Specialists
- Educating employees and County Board of issues of the workforce (market changes, generational change)

8. Administration & Rules Committee: **Motion by A. Rinard, second by J. Hanneman, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Braughler: Aye; Hanneman: Aye; Nass: Aye; Rinard: Aye; Schroeder: Aye.

Finance Committee: **Motion by D. Jones, second by J. Hanneman, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Braughler: Aye; Hanneman: Aye; Jones: Aye; Poulson: Aye; Schroeder: Aye.

Human Resources Committee: **Motion by J. Braughler, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statues, section 19.85 (1)(c), to consider the County Administrator's performance evaluation data and possible annual salary increase.** Babcock: Aye; Braughler: Aye; David: Aye; Mode: Aye.

Moved into closed session at 11:10am.

NOTE: Also present were C. Zentner, T Palm, B. Wehmeier and B. Ward. B. Wehmeier excused himself at 11:20am; S. Nass excused himself at 12:05pm; P. Babcock excused himself at 12:20pm.

9. Administration & Rules Committee: **Motion by J. Hanneman, second by J. Braugher, to reconvene into open session.** All present responding "Aye". Motion carried 4:0.

Finance Committee: **Motion by J. Hanneman, second by B. Poulson, to reconvene into open.** All present responding "Aye". Motion carried 4:0.

Human Resources Committee: **Motion by G. David, second by J. Braugher, to reconvene into open session.** All present responding "Aye". Motion carried 3:0

Moved into open session at 12:30 pm.

Administration & Rules Committee: **Motion by J. Schroeder, second by A. Rinard, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 4:0.

Finance Committee: **Motion by B. Poulson, second by J. Hanneman, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 4:0.

Human Resources Committee: **Motion by J. Braugher, second by J. Mode, to recommend to County Board a revised County Administrator contract to include a one-time bonus of \$5000, paid no later than December 31, 2015 and two-weeks additional vacation starting January 1, 2016.** Motion carried 3:0

10. Adjournment. Committee requested another joint meeting in the near future to consider and follow up on items discussed.

Administration & Rules Committee: **Motion by J. Braugher, second by J. Hanneman, to adjourn.** Motion carried 4:0.

Finance Committee: **Motion by J. Braugher, second by J. Hanneman, to adjourn.** Motion carried 4:0.

Human Resources Committee: **Motion by J. Braugher, second by J. Mode, to adjourn.** Motion carried 3:0

Meeting adjourned at 12:44 pm.