

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 15, 2015 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30 am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary), Paul Babcock, and Michael Wineke. Others present: Barry Block, Barb Frank, Ann Jenswold, Brian Lamers, Joe Nehmer, Terri Palm, Blair Ward, Ben Wehmeier, Yelena Zarwell.
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: Hand out for the Recruitment presentation and the Health Insurance presentation.
7. Approval of August 18, 2015 minutes and September 4, 2015 minutes: **Motion by J. Mode, second by P. Babcock, to approve the August 18, 2105 minutes and September 4, 2105 minutes as printed.** Motion Carried 5:0.
8. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0461, Military Leave Procedure, regarding pay and/or benefit while on military leave. Several versions were considered, including providing fully paid 5 or 10-days of training; providing 5 or 10-days of leave without loss of pay, excluding allowances from military pay, providing the use of sick time as an option for substitution of pay when on military training leave. **Motion by G. David, second by P. Babcock, to recommend version D, providing 10-days of military leave without loss of pay where military allowances are excluded from the calculation, and amending the Sick Leave policy to allow the use of sick time during Military Leave.** Motion carried 5:0.
9. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0480, Smoking Policy, to be consistent with the Jefferson County Smoke Free Air Act. **Motion by P. Babcock, second by G. David, to recommend an amendment to Personnel Ordinance HR0480, Smoking Policy, to define “smoking” and “smoking devices” that conforms to the Jefferson County Smoke Free Air Act.** Motion carried 5:0.
10. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0690, Vacation Pay, regarding vacation eligibility determined on the basis of length of continuous service. Discussion included vacation for new hires and providing more time off in the first year of employment, which has been used more regularly as a recruitment tool; crediting years of service for employees rehired within a certain timeframe; and the milestones of when employees start accruing additional weeks of vacation. **Human Resources and Administration will discuss further with department heads and draft a final version for the Committee.**
11. Presentation on recruitment factors in today’s market. T. Palm and B. Wehmeier reviewed challenges seen nationally and locally, challenges Jefferson County has seen, recruitment and retention strategies to consider and issues to be aware of when developing said strategies/policies. **No action taken.**

12. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Discussion regarding the inability to currently provide incentives of recruitment and retention and authority should be provided to the County Administrator. Ordinance amendment will be drafted and provided at a future Committee meeting. **No action taken.**
13. Discussion and possible action on Health Insurance Plan changes for 2016. T. Palm presented plan design changes that the Department of Employee Trust Fund Group Insurance Board have approved for 2016 including an increase in level 2, 3 and 4 for Pharmacy co-pays, out-of-pocket limit increases for Pharmacy coverage and the extra benefit of advanced care planning and habilitative services. In addition, discussion regarding three options the County should consider, including the option of Uniform Dental Benefits with the State Plan, the Opt-out Incentive that will be allowed in 2016, and a review of other plan-design options the State offers. **Motion by M. Wineke, second by P. Babcock, to NOT elect the Uniform Dental Benefits, NOT elect an opt-out incentive, and to remain with the current low-deductible plan (\$500 single/\$1000 family) for 2016.** Motion carried 5:0.
14. Review of Human Resources Department, July 2015, Financial Report. No significant changes from June's report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. However, reduced wages from FT to PT hours will offset some of this. Safety budget has no concerns.
15. Report from Human Resources Director. The Human Resources August monthly report was included, as well as the 6 vacancy requests, 1 emergency help request, 3 employees starting above minimum step and/or benefits and a copy of the 2016 Human Resources budget highlights

Break: 10:22am – 10:30am.

16. Motion by M. Wineke, second by G. David, 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 of absence, Wisconsin State Statutes Section 19.85 (1)(f), preliminary consideration of specific personnel problems, and Wisconsin State Statutes Section 19.85 (1)(g), conferring with legal counsel concerning strategy with respect to possible litigation. Braugher: Aye; Mode: Aye; David: Aye; Babcock: Aye; Wineke; Aye. Moved into closed session at 10:31a.m.

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

17. Motion by P. Babcock, second by J. Mode, to reconvene into open session. All present responded "Aye". Reconvened into open session at 10:55a.m.
 - a) Motion by J. Mode, second by M. Wineke, to approve the requested Leave of Absence, through October 20, 2015. Motion carried 5:0.
 - b) Motion by G. David, second by J. Mode, to approve the requested Leave of Absence, through November 17, 2015. Motion carried 5:0.
18. Next Meeting date and agenda items: Tuesday, October 20, 2015 at 8:30 am and Tuesday, November 17, 2015 at 8:30 am. Possible agenda items to include vacation leave, retention and recruitment strategies and closed session to discuss Public Comment.
19. Adjournment: **Motion by G. David to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 10:57am.