

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 20, 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, Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, Blair Ward, Ben Wehmeier.
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 with revised recommendation of HR0310 Applicable Pay Rates for New Employees, and HR0690, Vacation Pay ordinance changes.
7. Approval of September 15, 2015 minutes. **Motion by M. Wineke, second by G. David, to approve the September 15, 2105 minutes as printed.** Motion Carried 5:0.
8. Review or Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families. Committee reviewed the resolution and requested to continue to review annually. **No action taken.**
9. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty. Committee reviewed the resolution and requested to continue to review annually. **No action taken.**
10. Discussion and possible action to on employee compensation and benefits for the purposes of retention and recruitment.
 - a) Discussion and possible action to recommend an amendment to Personnel Ordinance HR0310, Applicable Pay Rates for New Employees, issuing authority to implement bonuses as appropriate. Note: agenda indicated ordinance HR0391 but cited the correct description of applicable pay rates.
 - b) Discussion and possible action to amend Personnel Ordinance HR0690, Vacation Pay, regarding vacation eligibility for new employees and employees newly eligible for vacation.

Motion by J. Mode, second by P. Babcock, to recommend to County Board amendments to Personnel Ordinances HR0310, Applicable Pay Rates for New Employees, providing the County Administrator/HR Director authority to implement bonuses for recruitment and retention as appropriate and HR0690, Vacation Pay, to advance new employees 80 hours of vacation contingent on employees not terminating employment within the first 12 calendar months. Motion carried 5:0.

11. Review of Human Resources Department, August 2015, Financial Report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. Although,

reduced wages from FT to PT hours was planned to offset some of this, this savings will now be used for emergency help due to another resignation in the Human Resources Department. Safety budget has no concerns.

12. Report from Human Resources Director. The Human Resources September monthly report was included, as well as the 15 vacancy requests, 1 emergency help request, 2 employees starting above minimum step and/or benefits and 7 employees receiving accelerated steps.
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 of absence, Wisconsin State Statues Section 19.85 (1)(f), preliminary consideration of specific personnel problems, and Wisconsin State Statues Section 19.85 (1)(g), conferring with legal counsel concerning strategy with respect to possible litigation.** Braughler: Aye; Mode: Aye; David: Aye; Babcock: Aye; Wineke; Aye. Moved into closed session at 9:10a.m.

NOTE: Also present were T Palm, B. Wehmeier, B. Ward and K. Cauley. K. Cauley remained until 9:15 a.m.

14. **Motion by P. Babcock, second by G. David, to reconvene into open session.** All present responded "Aye". Reconvened into open session at 9:25a.m.
 - a) **Motion by J. Mode, second G. David, to approve both requested Leave of Absences, through November 17, 2015.** Motion carried 5:0.
 - b) **Motion by G. David, second by J. Mode, to authorize the Human Resources Chair to provide a written response to a concerned citizen.** Motion carried 5:0.
15. **Next Meeting date and agenda items:** Tuesday, November 17, 2015 at 8:30 am and Tuesday, December 15 at 8:30 am.
16. **Adjournment:** **Motion by J. Mode to adjourn, second by P. Babcock.** Motion Carried 5:0. Meeting adjourned at 9:28a.m.