

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
May 4, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Director, Terri Palm, at 8:00 am.
2. Roll Call: Present: Jim Braugher, Jim Mode, Greg David and Lloyd Zastrow. Absent: Michael Wineke. Others present: Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, J. Blair Ward, Ben Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Election of Chair. J. Mode nominated and motioned J. Braugher for Chair, second by G. David. Motion carried 4:0. Election of Vice Chair. G. David nominated and motioned for J. Mode for Vice Chair, second by L. Zastrow. Motion carried 4:0. Election of Secretary. J. Mode nominated and motioned G. David for Secretary, second by J. Braugher. Motion carried 4:0.
5. Review of Agenda: Reviewed with no changes.
6. Citizen Comment: None.
7. Approval of the March 15, 2016 minutes. **Motion by G. David, second by J. Mode, to approve the March 15, 2016 minutes as printed.** Motion Carried 3:0 and 1 abstain (L. Zastrow).
8. Communications: Copies of revised draft resolutions provided.
9. Discussion and possible action to create a full-time Comprehensive Community Services (CCS) Facilitator position and create a full-time Behavioral Health Specialist-Psychotherapist (BHS) position at Human Services. K. Cauley provided information on the need of these positions to assist with opiate issues in Jefferson County and the long-term cost of not addressing the issue. **Motion by J. Mode, second by G. David, to recommend to County Board the creation of one full-time CCS position and one full-time BHS position at Human Services.** Motion carried 4:0.
10. Discussion and possible action to eliminate two part-time Group Home Worker positions (one currently vacant) and create one full-time Group Home Worker position at Human Services. K. Cauley gave a brief explanation on the Group Home, operating 24/7, and the services the workers provide. **Motion by L. Zastrow, second by G. David, to recommend to County Board the elimination of two part-time Group Home Workers and the creation of one full-time Group Home Worker at Human Services.** Motion carried 4:0.
11. Discussion and possible action to create one full-time Business Relations and Marketing Manager at Economic Development. B. Wehmeier provided background on the feasibility study, the 5-year capital campaign, and the working relationship with the Watertown Economic

Development Organization (WEDO). The creation of the position is contingent on WEDO approving supporting the transition and contributing \$60,000 for the position in 2016. G. David expressed concern about relying on the success of the 5-year capital campaign but would support the position. **Motion by J. Mode, second by L. Zastrow, to recommend to County Board the creation of one full-time Business Relations and Marketing Manager at Economic Development.** Motion carried 4:0.

12. Discussion and possible action establishing non-classified pay rates for 2017. Information provided on current rates. HR Director plans on gathering input from department heads. No action taken at this time. Item will be addressed at a future meeting.
13. Discussion and assigning future agenda items on Task Force assignments. T. Palm reviewed the items the Task Force requested HR Committee/Departments to, including reviewing Human Resources policy and operations in classification and compensation, Enterprise Resources Planning software technology options, professional development and training opportunities, recruitment and retention strategies and succession planning strategies.
14. Review of March, 2016 Human Resources Monthly Financial Report. T. Palm reviewed any line items exceeding 25% and explained that the majority is due to purchases being allocated 100% and no further expenditures are expected in 2016. However, committee was informed that the Position Classification line item will be over. There is budget for 15 new positions/reclassification and 6 new positions have already been reviewed (including positions being evaluated at time of vacancy). There also were 17 reclassification requests that need review. The typical number of reclassification requests is 8 – 10. This does not include new position requests that may occur with the 2017 budget process.
15. Report from Human Resources Director. The Human Resources March and April, 2016 monthly reports were included, as well as the 14 vacancy requests and 1 emergency help request. There was one Behavioral Health Specialist who achieved licensure and was awarded an additional 3 steps, as well as the hiring of a Circuit Court Commissioner position, who is eligible to move to sept 2 or 3 of the appropriate pay grade based on meeting/exceeding expectations at 6 months. The Circuit Court Commissioner also will receive 40 hours of random hours verses the traditional prorated 40-hours. Also reported were one leave of absence request approved and the status of the reclassification requests.
16. Set the 2016-2017 Human Resources Committee schedule and agenda items for the next meeting. Committee will continue with the third Tuesday of the month. Agenda items to include review of the 2017 non-classified pay rates. **Next Meeting date tentatively scheduled for May 17, 2016 at 8:00am and Tuesday, June 21, 2016.** Note: G. David is not available for the June 21, 2016 meeting.
17. Adjournment: **Motion by J. Mode, second by G. David to adjourn.** Motion Carried 4:0. Meeting adjourned at 8:54a.m.