

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 19, 2016 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Wineke, and Lloyd Zastrow. Greg David at 8:34 am. Others present: Kathi Cauley, Paul Milbrath, Terri Palm, D. Scott, Blair Ward and Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of Minutes. **Motion by M. Wineke, second by J. Mode, to approve the June 21, 2016 minutes.** Minutes approved 4:0.
7. Communications: Revised agenda, clarifying reconvening into open session, provided.
8. Discussion and possible action to eliminate a vacant, full-time Nutrition Program Coordinator position and create a full-time Nutrition Program Supervisor position at Human Service. K. Cauley provided information that regulations have changed, mandating greater accountability and responsibility in the area of senior dining and the nutrition program in Wisconsin. This requires an individual with additional education and experience to manage the program. **Motion by J. Mode, L. Zastrow, to recommend to County Board the elimination of a full-time Nutrition Program Coordinator position and the creation of one full-time Nutrition Program Supervisor position at Human Services, effective October 8, 2016, with a change to reflect the Human Resources Committee met July 19, 2016 (not July 16, 2016) in the executive summary.** Motion carried 4:0 (David absent)
9. **Motion by M. Wineke, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline, serving as the Civil Service Grievance Committee.** David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:35am. *Note: Also present: P. Milbrath, Sheriff; D. Scott, Jail Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel; B. Wehmeier, County Administrator.*
10. **Motion by J. Mode, second by L. Zastrow, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 8:44am.
 - a) **Motion by J. Mode, second by G. David, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 5:0.
11. Review of May, 2016, Monthly Financial Report-Human Resources and Safety. T. Palm reviewed that both divisions are on track. Any line item above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur.
12. Report form Human Resources Director. T. Palm reviewed the June monthly accomplishments and goals, 7 vacancy requests, 2 emergency help requests, 0 leave of absence approvals and 0 employees provided additional steps/ benefits.
13. Set next meeting date and agenda items. Next meeting scheduled for Tuesday, August 16, 2016 at 8:30am. Agenda items to be determined.
14. Adjournment: **Motion by M. Wineke, second by G. David, to adjourn.** Motion Carried 5:0. Meeting adjourned at 8:50a.m.