

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 15, 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, Greg David and Lloyd Zastrow. Others present: Terri Palm and Benjamin Wehmeier. Jerry Haferman and Blair Ward at 9:00am.
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 J. Mode, second by G. David, to approve the September 20, 2016 minutes.** Minutes approved 5:0.
7. Communications: Revised draft of Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time was distributed.
8. Consideration to amend the County's Section 125b Plan to increase the medical maximum to \$2,600 effective January 1, 2017. T. Palm provided an update that the IRS regulations have changed, allowing employees to elect up to \$2600 annually for unreimbursed medical expenses, an increase from \$2550. The last time an increase was allowed was in 2014. There is ample time for employees to make an adjustment to the 2017 election. **Motion by M. Wineke, second by G. David, to amend the County's Section 125b Plan to increase the medical maximum to \$2,600, effective January 1, 2017.** Motion carried 5:0.
9. Discussion and possible action to create Personnel Ordinance HR0245 Interns, Job Shadowing and Volunteers. Committee was informed that several times a year, a department is approached by an individual looking to do an intern for school, volunteer on a particular activity, or job shadow for a day. There are several legal considerations. This ordinance will provide guidance on each classification of positions and which needs Board approval. **Motion by J. Mode, second by G. David to amend the proposed ordinance by deleting the sentence, "Interns who are assigned menial tasks are likely to become frustrated and/or lose interested in a long-term career." Motion carried 5:0 to approve the amendment. Motion by G. David, second by L. Zastrow, to recommend Personnel Ordinance HR0245, Interns, Job Shadowing and Volunteers to County Board as amended.** Motion carried 5:0.
10. Review of August and September, 2016, Monthly Financial Reports-Human Resources and Safety: T. Palm reviewed that both divisions are on track. Most line items above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur. FSA overage is due to administrative costs but within the overall budget.
11. Report form Human Resources Director: T. Palm reviewed the September and October monthly accomplishments and goals, 8 vacancy requests approved, 0 vacancy requests denied, 1 emergency help request, 1 leave of absence approval and 2 employees provided additional steps/ benefits. It was discussed that the open records requests Human Resources receives varies, but the most common are regarding employee records, policies/procedures and compensation/benefit surveys.
12. **Motion by G. David, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statues Section 19.85 (1)(b), consideration of employee discipline and Wisconsin State Statues Section 19.85 (1)(e), consideration of union negotiations, including possible recommendation of future contract agreement.** *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee*

discipline during the closed session. David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:01am.

Note: Also present for matters under Section 19.85 (1)(e): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; R. Phillips, Administration Intern; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.

Present for matters under Section 19.85 (1)(c): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.

13. **Motion by J. Mode, second by G. David, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 9:33am.
 - a) **Motion by L. Zastrow, second by G. David, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 5:0.
 - b) **Motion by G. David, second by J. Mode, to recommend to County Board the Tentative Agreements with Local 102, Law Enforcement, as presented in closed session.** Motion carried 5:0.
14. Set next meeting date and agenda items: Next meeting scheduled for Tuesday, December 20, 2016 at 8:30am. Agenda items to be determined.
15. Adjournment: **Motion by G. David, second by J. Mode, to adjourn.** Motion Carried 5:0. Meeting adjourned at 9:35am.