

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 23, 2017 @ 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 8:39 am. Others present: Barry Block, Kathi Cauley, Brian Lamers, Paul Milbrath, Terri Palm, Jim Schroeder, 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 December 20, 2016 minutes, as presented with the spelling correction of M. Wineke. Motion carried 4:0.**
7. Communications: None.
8. Set the 2017-2018 Human Resources Committee meeting schedule. No changes recommended by Committee to the 2017-2018 meeting calendar of third Tuesday of the month at 8:30am.
9. Review and discussion of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Process, specifically regarding the reclassification processes. T. Palm indicated item was for discussion on how this ordinance applies to the reclassification items on the agenda. Typically, reclassifications are requested early in the year, April 1, and recommendations are included in the succeeding annual budget. Ordinance also provides an exception, that has been used on occasion, that allows a reclassification request by the County Administrator, outside of the annual budget process. Ordinance also states that with County Board approval, can implement reclassifications at any time. Finally, of important note, is current ordinance states that the consultant's recommendation shall be implemented, unless it can be demonstrated that the consultant acted without factual basis or unless the Board takes action to uniformly delay or deny all recommendations based on budgetary constraint. T. Palm further explained that it is common that when a position becomes vacant, that the department head would look at the duties to determine if that is how the position should be filled in the future.

M. Wineke stated that ideally it is best to do within the budget process, but he understands that in reality, recruitment and retention is a challenge and sometimes adjustments may be needed midyear. Without reviewing the position and making appropriate adjustments, the County would lose and fail to recruit quality employees. In regards to an outside consultant, he feels that this may be 'passing the buck' but is not ready to recommend a change without more information.

J. Mode agreed and indicated the County may want to look at changing the "shall" follow recommendations of the consultant to "should consider" the recommendations.

J. Braughler inquired if the County can get more detail from the consultant on how the recommendation was arrived at.

J. Schroeder commented that when the study was conducted in 2012, this information was considered proprietary.

B. Wehmeier indicated another reason, from his understanding, is the ranking is point based. Employees could use this information to tweak duties to get just a couple extra points to boost individual positions.

M. Wineke agreed with J. Mode. Every position/Committee has responsibility and should be able to make recommendations/decisions with their individual expertise and should not rely on the consultant alone.

G. David concurred. The consultant can provide good information but the County should not have to be tied to it.

J. Braughler did state that putting it to the outside is a defense of perception of favoritism and some protection to the County.

M. Wineke echoed not to throw out the consultant, but only offers a valuable piece to the process.

T. Palm added that she reviews all the reclassifications prior to forwarding to the consultant. There have been reviews denied. And after explaining to the employee/supervisor the reasons, have never had a complaint. Many times the request is just to have the job description updated. She is better versed at some positions than others, and for those not as familiar with, will forward if any uncertainty.

J. Braughler indicated will require consideration at future meeting.

10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services. K. Cauley explained that the incumbent is retiring and didn't know the date until November, after budget was adopted. She explained it was helpful to review the Job Description and complete the Questionnaire form herself, and not the incumbent, to make sure it stated what she needed the position to do in the future. This included the current changes that have occurred since 2012 including a great increase in compliance responsibility and increase of supervisory responsibility. She further stated that she reviews every vacant position, looking closely at it and the HS structure to make sure it is as efficient as possible. **Motion by M. Wineke, second by L. Zastrow, to recommend to County Board the reclassification of the Administrative Services Division Manager position at Human Services as proposed.** Discussion: M. Wineke commented that he recognizes the greater number of reclasses from Human Service and also recognizes it as a reality as a response to ever changing regulations and demands. **Motion carried 5:0.**
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services. K. Cauley provided background to the request. There were 13 personnel changes that have occurred with the creation of two new positions at Human Services in the 2017 budget, due to internal transfers. When the Accounting Specialist II position became vacant (grade 5), the incumbent to the Medical Office Assistant position indicated that she was being actively recruited and interested in the Accounting Specialist II position, namely because of the higher grade placement. The Medical Office Assistant position is currently a grade 4. K. Cauley explained that this person has taken on duties typically completed by a L.P.N. and has great concerns if would need to replace her. She works very closely with Dr. Haggert and if the position were vacant, would need to fill as a L.P.N, or possibly even a R.N. **Motion by G. David, second by J. Mode, to recommend to County Board the reclassification of the Medical Office Assistant position at Human Services as proposed. Motion carried 5:0.**

T. Palm asked the Committee to review the fiscal note of the resolution. It only states the actual financial impact of 2017, not the potential future cost/savings. J. Braughler indicated to leave the

language as stated but have the information available at County Board. B. Ward asked the committee if they agreed with the resolution as presented and, if so, to approve the resolution to take to County Board.

Motion by J. Mode, second by M. Wineke, to send the resolution as drafted and recommend to the County Board. Motion carried 5:0.

12. Update on and review of Task Force assignments. T. Palm went through the handout in the packet, initially covering items b – d. Provided update on what has been done on Professional Development training, including utilizing MATC and WCTC, a survey and focus groups with supervisors, and next step to get back together with focus groups to review survey analysis. Would like to set a program that would include basic 101 trainings done by internal staff, as well as developmental trainings probably from outside assistance. This would include individuals who have expressed interest or are recommended to further careers into management.

Recruitment and Retention include changes already made to Personnel Ordinance to allow offering a more flexible package to new hires. Identifying positions that are more difficult to recruit for due to Market changes, including hiring social workers at a higher step if they are licensed and a bonus if they meet specified criteria. On the retention, focusing on employee recognition. With the assistance of Administration, working to formulate a program.

Succession planning is tied into the Professional Development and making sure the County includes potential leaders in developing this skill.

T. Palm asked the Committee for further direction in the analysis of overtime and sick time utilization. Provided was a breakdown of each, an explanation of how the union contract and HR0360 provides exceptions to certain groups, mainly Sheriff and Highway, and the difficulty of our current HRIS to track the difference of OT due to FLSA and OT due to the exception.

Committee agreed to review information and discuss at future meeting.

13. Review of the November, 2016 Monthly Financial Report for Human Resources and Safety. No notable changes. It was discussed that there were additional funds in Labor Negotiations, as a contract was settled quickly. However, a carryover request will likely be made of this money to assist with legal fees of two upcoming grievance arbitrations and a Duty Disability claim. None of these claims will be covered through our general liability coverage.
14. Report from Human Resources Director. The November and December monthly accomplishments and goals were reviewed, including an update on looking into a Mass Alert system for employees/citizens. Seven vacant positions, 0 Emergency Help requests and 0 leave of absence approvals were reported. One employee received an extra step following a promotion and a back pay bonus for a Masters' degree, licensed Social Worker, at Human Services was reviewed. Finally, the compensatory time payout of approximately \$200,000, the vacation carryover of over 2,200 hours and the holiday and random hour carryovers were discussed.
15. Set next meeting date and agenda items: Next meeting is scheduled for Tuesday, February 21, 2017, at 8:30am. Agenda items to include items 9 and 12, review of reclassification ordinance and Taskforce items.
16. Adjournment: **Motion by G. David, second by L. Zastrow, to adjourn. Motion Carried 5:0.** Meeting adjourned at 10:02am.