

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 21, 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 8:33 am. Others present: Barry Block, Barb Frank, Terri Palm, and Alyssa Spaanem.
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 January 23, 2017 minutes, as presented. Motion carried 5:0.**
7. Communications: None.
8. Update on and review of Task Force assignments. T. Palm provided an update to the following:
 - a) Professional Development: Reiterated discussion from January, 2017, meeting, regarding the survey conducted with supervisory staff, which helped determine priorities of focusing training. WCTC will be conducting "Coaching for Accountability" sessions in April, July and October for our nearly 90 managers/supervisors. Each session consists of two 3-hour classes. T. Palm attended this training in Waukesha in 2016 and feels it will be useful to even the most experienced supervisor. It provides real scenarios through role playing on identifying what the real issue/concern is, having difficult conversations with employees, problem solve for a solution(s), and how to hold others accountable for their behavior, performance and actions. Also, there are monthly webinars offered to all supervisors on employment law/employee relation topics, which have been consistently attended by 10-12 supervisors.
 - b) Succession Planning: The Professional Development trainings are also offered to staff that have been identified by supervisors, and have expressed interest, in taking on a leadership role at some time in their career. Currently, there are three individuals in this category who will be attending the Coaching for Accountability session.
 - c) Recruitment and Retention: Human Resources developed a salary survey of 40 benchmark positions, which was sent to comparable counties. Human Resources is also looking at specific data for IT and will obtain private market information, most likely through a purchased salary survey. HR will complete an analysis of the data compared to Jefferson County and use this as a tool in looking at salary adjustments/study. Additional factors, such as health insurance and retirement, also will be taken into consideration. Last time a study was conducted, it cost a substantial \$400,000+ to implement. This cost and the cost of difficult recruitment/retention need to be compared.
 - d) Analysis of overtime and sick time utilization. T. Palm asked for guidance on how the committee wanted to move forward, including review of current policies/ordinance and collecting data. M. Wineke indicated it is difficult to know if there is really a problem unless the data is looked at and would like to see this broken down to determine why the overtime is

occurring. J. Mode would like included the relationship between sick pay and overtime. J. Braugher requested pay practices from comparable and surrounding counties. T. Palm will start gathering information on all departments and report to committee at a future date.

9. Employee Recognition update. T. Palm reported that different 'programs' have been started to simply recognize and say thank you to employees. These include birthdays, milestone anniversaries, special events such as National Employee Recognition Day, Just Because Days such as popcorn or ice cream for all employees, an annual recognition day similar to the Tailgate theme in 2016, and various other events to get employees involved together such as potlucks and organizing a Brewer game.
10. "Wisconsin State Health Insurance 2018-2019 Proposed Changes." T. Palm shared a presentation being offered to all employees, keeping everyone informed of proposed changes to the State Health plan in the next couple of years and what the County is doing to be prepared if changes are necessary.
11. December, 2016 Final Monthly Financial Report. Human Resources (business unit 41) was about 10% under budget. Most of this was due to negotiations being settled quickly. The money saved on labor negotiations was requested/approved for carryover into 2017 to hire a law firm to represent the County on one of two grievance arbitrations. Corporation Counsel, B. Ward, will be representing the County on the second arbitration. Safety (business unit 42) was on target with 2016 budget, being slightly under.
January, 2017, Monthly Financial Report. Nothing unusual for either Human Resources or Safety to note. Items that are at or near 100% are due to payments for the year in January, such as subscriptions. The Section 125b administrative costs are at 15%, which are typically higher in January due to enrollment costs and distributions made for 2016 services.
12. Report from Human Resources Director. T. Palm covered the January and February, 2017 monthly accomplishments and goals, the vacant position and emergency help requests, leave of absence approvals, employees provided additional steps or benefits and an update on the reclassification and new hire request process. Detailed report is available online or by request.
13. Set next meeting date and agenda items: Next meeting is scheduled for Tuesday, April 18, 2017, at 8:30am.
14. Adjournment: **Motion by L. Zastrow, second by G. David to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:47am.