

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 20, 2017 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:32 am.
2. Roll Call: Present: Jim Braughler (Chair), Greg David, Jim Mode (Vice Chair), Michael Wineke, and Lloyd Zastrow (Secretary). Others present: Kathi Cauley (Human Services Director), Barbara Frank (County Clerk), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel at 8:40am) and Benjamin Wehmeier (County Administrator).
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: B. Frank spoke to the Committee regarding the process of providing extra steps to employees (Section HR0340(H), that a request was made for a staff member in the County Clerk's office and written communication not provided on an answer, and a request that the Human Resources Committee could help with that.
6. Approval of Minutes. **Motion by M. Wineke, second by G. David, to approve the April 18, 2017 minutes, as presented. Motion carried 5:0.**
7. Communications: Handouts of revisions to Ordinance amending HR0240, Establishing Positions and Resolution, creating a full-time Psychotherapist position were distributed. April - June, 2017, retirements presented to committee, consisting of seven retirees with over 197 years of combined service.
8. Discussion and possible action to recommend the creation of a full-time Psychotherapist position at Human Services. K. Cauley explained that the State had applied for a SAMSA grant to provide treatment with Opioid additions, targeting Jefferson County. JCHS has applied for the grant, which would fund a Psychotherapist position to provide the required services under the grant. The grant is available for one year, and if not renewed, the goal would be the position would be licensed and therefore able to bill for services. Request for the position is contingent on the receipt of the grant. **Motion by G. David, second by L. Zastrow, to recommend approval of the creation of one full-time Psychotherapist position at Human Services, contingent on receipt of grant. Motion carried 5:0.**
9. Discussion and possible action to amend Personnel Ordinance, HR0240, Establishing Positions, to provide a process to allow job-sharing for classified positions. T. Palm explained that there are situations where a full- or part-time position may provide a benefit to the County, as well as the employees, to have one or more individual fill the position. Hours would be shared and benefits prorated. Approval would not be granted if appropriated funds were not available. If one individual would decide to resign from the job-sharing arrangement, the County Administrator would review to determine feasibility to continue arrangement. **Motion by J. Mode, second by G. David, to approve amending Personnel Ordinance, HR0240, Establishing Positions, to provide an option for job-sharing a position. Motion carried 5:0.**

10. Discussion and possible action to approve a job-sharing opportunity for the part-time Custodian position in Central Services. T. Palm provided information that the incumbent to the 19-hour/week Custodian position also works full-time at another job. The combined hours are becoming overwhelming and the request was made to share the hours with another individual. County Administrator can make the decision as emergency help, but if amendment to HR0240 is approved to allow job sharing, no separate action is needed. **No action taken.**
11. Discussion and possible action on increasing the FTE for the Safety Coordinator position in Human Resources from .5 to 1.0, effective January 1, 2018, per Personnel Ordinance, HR0240. T. Palm explained that a request was made again for the upcoming budget to end the Safety Coordinator, position-sharing agreement with Walworth County and maintain the position full-time with Jefferson County. The incumbent has identified areas of safety to be addressed but are not being completed timely with his part-time schedule. A full-time individual would assist in mitigating liability. T. Palm also expressed her understanding of budgetary constraints but feels the position is needed. **Motion by L. Zastrow, second by M. Wineke, to support increasing the hours for the Safety Coordinator to full-time with Jefferson County.** Motion carried 5:0.
12. Update and discussion on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options. Information only. T. Palm and B. Wehmeier updated the Committee on the Dodge/Jefferson County exploration of forming a consortium or other arrangement with the larger municipalities in Jefferson County and Dodge County. These discussions began early in 2017 when the Department of Employee Trust Funds (ETF) informed local governments that the low-deductible plan (which Jefferson County utilizes) would not be available in 2018. They have since retracted that, but are continuing to move forward with regionalization. Because of a regulation that states local governments cannot pay more than 88% of the average of premiums in our County, it is uncertain how this may affect the employee share of premiums. Also, the Governor proposed that the health plans under ETF go self-funded in 2018. At this time, Joint Finance Committee has rejected that. The County will not know what the final plans available, or the premiums, will be until after Labor Day. Jefferson and Dodge counties/cities are working with a consultant, M3, who is assisting the group in gathering demographic/utilization information and will meet with the group in August to review what rates for the group would look like in 2018. This will provide an option available should the State Health plan not be advantageous for the county or its employees going forward.
13. March, 2017 and April, 2017, Monthly Financial Reports for Human Resources and Safety. Nothing unusual for either Human Resources or Safety to note. Both budgets remain on target. It was worth noting that the budget line for reclassifications will be over in 2018 due to the significant increase in the number of requests again this year.
14. Report from Human Resources Director. T. Palm covered the April and May, 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 requests for 2018. Detailed report is available online or by request.
15. Set next meeting date and agenda items: Next meeting is scheduled for July 18, 2017, 11at 8:30am.
16. Adjournment: **Motion by J. Mode, second by G. David to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:28am.