

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**September 19, 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: Barry Block (Highway), Bill Kern (Highway Commissioner), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel) and Benjamin Wehmeier (County Administrator).
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm, Human Resources Director.
4. Review of Agenda: No changes.
5. Public Comment: B Block spoke on the issue of Equipment Operator pay at the Highway department. He feels there should be a separate classification for Equipment Operators, at grade 5, rather than just paying the differential when work is being performed. B. Block commented that the current 5 Equipment Operators do not operate equipment at times when others are selected and feels 2 other positions should be posted and filled. Concerned that Equipment Operators won't take temp lead because they make more money as an Equipment Operator.
6. Approval of August 23, 2017, Minutes. **Motion by J. Mode, second by G. David, to approve the August 23, 2017 minutes, as presented. Motion carried 5:0.**
7. Approval of September 15, 2017, Joint Finance/Human Resources Minutes. **Motion by M. Wineke, second by G. David, to approve the Joint Finance/Human Resources September 15, 2017 minutes, as presented. Motion carried 5:0.**
8. Communications: Handouts, including the September 15, 2017 minutes; September 18, 2017, Memo to employees on Health Insurance and Flexible Spending Announcements for 2018; and September 19, 2017, Memo recommending a new Flexible Spending Account provider.
9. Third quarter, 2017, Retirement Recognitions to be presented to County Board. Four retirees, with a combined 108 years and 2 months of service, were presented to Committee to be honored at County Board in October.
10. Presentation by Highway Commissioner regarding Highway Equipment Operator differential and an equipment certification process update. In accordance with Personnel Ordinance HR0360(B)(8)(e), B. Kern discussed the history of the ordinance language. In addition, B. Kern discussed the draft of the "Equipment Certification Plan", dated August 20, 2017. The Highway Department is adopting the Wisconsin County Highway Association (WCHA) Equipment Operator Certification Training Program as the primary tool for certifying equipment operators in the department. All existing Highway equipment has been separated into two classes, primary and secondary equipment. The primary equipment is divided into Class A and Class B equipment, which is subject to the \$2 and \$1 differential, respectively. By 12/31/18, everyone who operates these pieces of equipment should be certified and

the certification is valid for three years. Everyone who operates the secondary equipment will be expected to be trained in safety and operational awareness, but certification may not be available for each piece of equipment. B. Kern also discussed changing the flat dollar differential to a 10%/5% differential. The Committee requested the cost associated with this, to be presented at a future meeting. B. Kern indicated operators voluntarily sign up for the certification, and once certified, they are assigned to operate equipment depending on the project (i.e. location, piece of equipment needed, other tasks needed). B. Kern verified that employees currently designation Equipment Operator by job title are primarily assigned to use the equipment they are trained on recognizing they are efficient and have the ability on certain pieces of equipment, but not necessarily all of them. B. Kern also indicated he believes recognizing employees when they operate the equipment is the most fair solution, as it differentiates their skill, unlike compensating at a higher rate even when plowing snow, for example, for four months as everyone else is doing. **Discussion purposes only. No action taken.**

11. Discussion of Resolution 2004-50, considering amendment to insurance coverage for active military employees and their families. **Motion by J. Mode, second by G. David, to recommend no amendments to Resolution 2004-50.**
12. Discussion of Resolution 2004-51, considering amendment to provide continued vacation accrual for employees on active military. **Motion by M. Wineke, second by L. Zastrow, to recommend no amendments to Resolution 2004-51.**
13. Update on the selection of a Mass Notification and Alert Solution Services. T. Palm updated the Committee with a final selection of AlertSense to provide a mass notification and alert system for Jefferson County employees. The recommendation at this time is to start with an internal system only for employees, and possibly expand it to an external program for the public. Consideration included ease of administration and cost. **Discussion only. No action taken.**
14. Discussion and possible action to select a Section 125b/Flexible Spending Account (FSA) Administrator. T. Palm, Human Resources Director, and K. Mundt, Benefits Administrator, are recommending Employee Benefits Corporation (EBC) to administer the County's FSA program, effective 1/1/18. A RFP was conducted and narrowed down to six vendors. An analysis was done to compare the benefit of the plans and cost, including reference checking on the selected vendor. EBC provides a benefit of a Debit Card to all employees at no cost and allows current and prior transactions to be made with the card. It is anticipated to save the County \$5,399 annually. **Motion by G. David, second by L. Zastrow, to approve Employee Benefits Corporation as the County's FSA Administrator, effective January 1, 2018. Motion carried 5:0.**
15. Update and discussion on the Wisconsin public Employers' Group Health Insurance Program and other health insurance options and possible recommendation regarding county-sponsored health insurance for 2018. B. Wehmeier and T. Palm updated the Committee regarding the status of the State Health Plan and that changes that were anticipated, such as self-funding, regionalization and elimination of "no deductible" and "low deductible" plans, did not occur. There were minor changes, however, including the elimination of HMO options which affected two employees, changes in Pharmacy benefits and combining Unity Community, Gundersen and Physician Plus plans into one Quartz Community Plan. However, it is the opinion of Wehmeier and Palm that these changes were minor interruptions compared to the change of leaving the State plan at this time. The one factor that was not known until just a few days prior to the meeting was the cost of the State Plan. It is also believed that there would not be significant cost savings at this time to make a change to the County's current low-deductible plan through the State. Therefore, the County will continue to offer the low-deductible

plan for employees through the Wisconsin Public Employers' Group Health Insurance Program.  
**Discussion only. No action taken.**

16. Discussion and possible recommendation to complete a Request for Proposal for a classification and compensation study for 2018-2019. B. Wehmeier provided the committee an update that there are recruitment and retention concerns and that there have been changes since the study was done 5 years ago, including changes to the market, comparable counties completing studies to remain competitive, and certain positions becoming more difficult to recruit due to private sector competition. B. Wehmeier would like to complete a RFP as soon as possible, complete the study in 2018 prior to budget, and possibly implement in 2019. **Motion by G. David, second by J. Mode, to approve preparing a RFP for a compensation and classification study for Jefferson County. Motion carried 5:0.**
17. July, 2017, Monthly Financial Reports for Human Resources and Safety. No significant changes from the prior month.
18. Report from Human Resources Director. T. Palm covered the August 2017, monthly accomplishments and goals; the vacant position and emergency help requests; and leave of absence approvals. Detailed report is available online or by request.
19. Motion by M. Wineke, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(g), conferring with legal counsel regarding litigation, or possible litigation, regarding an alleged violation of the Wisconsin Fair Employment Act. David, Aye; Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:37am. The Committee convened in closed session to receive information and discuss the alleged WFEA claim.  
*Note: T. Palm-Kostroski, B. Ward and B. Wehmeier also present.*
20. Motion by J. Mode, second by G. David, to reconvene into open session. Motion carried 5:0.  
Reconvened into open session at 9:45am. Motion by L. Zastrow, second by J. Mode, to endorse the decision of the County Administrator regarding a possible settlement as discussed in closed session.  
Motion carried 5:0.
21. Set next meeting date and agenda items: Next meeting is scheduled for Tuesday, October 17, 2017 at 8:30am.
22. Adjournment: **Motion by J. Mode, second by G. David, to adjourn. Motion Carried 5:0.** Meeting adjourned at 9:47am.