

HUMAN RESOURCES COMMITTEE MEETING MINUTES

February 20, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: Jim Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke and Lloyd Zastrow, Secretary. Others present: 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 B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None
6. Approval of January 16, 2018, Human Resources Committee Minutes. **Motion by M. Wineke, second by J. Mode, to approve the Human Resources Committee January 16, 2018 minutes as presented. Motion carried 5:0.**
7. Communications: None
8. Update, discussion and possible action regarding the 2018 Classification and Compensation Study. T. Palm reviewed memorandum distributed in packet, including a summary of the selection of the Austin Peters Group as the consultant to conduct the study, the department head survey to collect recruitment and turnover data, the on-site interviews and department tours and the follow up meeting with department heads. Also discussed were the remaining milestones and timeframes, including finishing collecting and analyzing market data, preparing a draft internal position listing for department review, adding the market data, conducting appeals and presenting final recommendation. Also discussed was the possible need for Committee involvement for an implementation plan. **No action taken.**
9. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm reviewed the question/answer handout that was distributed. An update was also given regarding the next steps involved in exploring health insurance options and being prepared if the State Health plan for local government has significant changes. An employee focus group will be formed to discuss plan design options and receive feedback on employee's understanding of current and potential plans. A meeting with Dodge and other municipalities is scheduled early March to discuss plan designs so insurance companies can bid on specifics. It is the desire to have proposed plans and rates available by June, 2018, prior to budget preparation. Reminder that State rates are not available until September, well-after budgets are prepared. **No action taken.**
10. Discussion and possible action to recommend amending County Board Rules of Order concerning the Human Resources Committee. B. Wehmeier explained that the Administration and Rules Committee has been reviewing all standing committee rules to ensure they reflect what committees are actually doing. For the Human Resources Committee, this would stress the responsibility of policy development and not administration of Human Resources and Safety. Also noted was the fact that the Human Resources Committee also serves as the Civil Service Grievance Committee and should be noted. There was consensus from the Committee. **No action taken.**

11. Review of December, 2017 and January, 2018 Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed December, 2017 reports for both Human Resources and Safety, noting that both were still within budget at about 98%. It was also noted, however, that 2017 has not been closed out and there may be an outstanding invoice that has not been applied yet. The January, 2018 monthly financial reports were not available at the time of the meeting. **No action taken.**

12. Report from Human Resources Director
 - a. January, 2018, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence requests
 - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employeesT Palm reviewed the report. Detailed report is available online or by request.

13. Set next meeting date and agenda items: March 20, 2018 at 8:30 a.m. Future agenda items include regular update on the 2018 Classification and Compensation Study and health insurance meetings.

14. Adjournment **Motion by L. Zastrow, second by J. Mode, to adjourn. Motion Carried 5:0. Meeting adjourned at 9:10 a.m.**