

HUMAN RESOURCES COMMITTEE MEETING MINUTES

May 15, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by County Board Chair, James Schroeder, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Gregory Patrick and Michael Wineke. Laura Payne in at 8:34 a.m. **Quorum established**. Absent: Kirk Lund. Others present: Terri Palm-Kostroski, Human Resources Director; James Schroeder, County Board Chair; J 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. Election of Committee Chair, Vice Chair and Secretary.
 - a. Motion by M. Wineke to nominate J. Braughler as Chair, second by G. Patrick. No additional nominations, nominations closed. Motion carried 3:0.
 - b. Motion by G. Patrick to nominate M. Wineke as Vice Chair, second by J. Braughler. No additional nominations; nominations closed. Motion carried 3:0.
 - c. Motion by M. Wineke to nominate G. Patrick as Secretary, second by J. Braughler. No additional nominations; nominations closed. Motion carried 3:0.
5. Overview of Open Meetings Law. B. Ward reviewed requirements under Wisconsin Open Meetings Law, including policy of the Open Meetings Law, what constitutes a governmental body, providing advance public meeting notice, conducting business in open session unless exempted by law, mindful of having a quorum of a committee and discussing county policy, all in accordance of Wisconsin State Statutes Chapter 19.81 – 19.98.
6. Review of Agenda: No changes.
7. Public Comment: None
8. Approval of April 10, 2018, Human Resources Committee Minutes. **Motion by M. Wineke, second by G. Patrick, to approve the Human Resources Committee April 10, 2018 minutes as presented. Motion carried 4:0.**
9. Communications: None
10. Update and discussion regarding employer-sponsored health insurance options. T. Palm discussed the background of the County's decision to review the current health insurance offered to County employees. In summary, in February 2017 the Wisconsin Department of Employee Trust Fund (ETF) notified the county of probable changes for 2018, including elimination of the low deductible plan, becoming self-funded and regionalization. The County began working with other municipalities and Dodge County to consider options if a change needed quickly. The anticipated changes did not occur; however, administration felt it prudent to continue to explore options, including the idea of consortium, offering multiple plan-design options to employees, and other plan design changes. An employee focus group was formed and has been part of the process since the beginning of 2018 and will continue to be essential during educational sessions for employees. **Discussion only, no action taken.**
11. Update and discussion regarding the 2018 Classification and Compensation study. T. Palm discussed the process to select a vendor to complete the study. The vendor was approved in December, 2017 and work began immediately. A management survey was completed to review and identify positions that were difficult to recruit for and/or retain, where positions were recruited from and where positions/employees would seek other employment from. Then, a

questionnaire was completed by each employee or group of employees regarding job duties, function, accountabilities, requirements, etc. The selected vendor, the Austin Peters Group (APG) came on site to meet with each employee. During the time the positions were reviewed for internal comparison, a salary and benefit survey was sent to comparable counties, municipalities and various private sector businesses to determine market wages. Another employee focus group was also assembled and participated in the process and may be part of the appeal process at the end. It is anticipated that final recommendations will be made by mid-June, including pay and benefit policy changes/enhancements, market adjustments, FLSA exempt review and overall areas to focus on for recruitment and retention. **Discussion only, no action taken.**

12. Update and discussion regarding MUNIS Payroll/Human Resources Implementation. T. Palm discussed the process and progress of set-up for Payroll and HR module, including several set-backs. The goal is to go “live” on October 1, 2018 and running parallel payrolls for the preceding quarter. The timekeeping module, Executime, also needs to be configured. A training schedule for end-users will also need to be scheduled. **Discussion only, no action taken.**
13. Update and discussion regarding the role of the Civil Service Grievance Committee. B. Ward reviewed the role of the Civil Service Grievance Committee under State Statutes section 59.26 (8), including the differential to be noted of who has access to the meeting when serving as the Civil Service Grievance Committee verses the Human Resources Committee. **Discussion only, no action taken.**
14. Overview and discussion of Task Force and Strategic Plan items. T. Palm and B. Wehmeier reviewed the three topics assigned to Human Resources from the Task Force, including training and development; recruitment and retention/succession planning; and policy and operations in the analysis of OT and sick time utilization, non-monetary incentives, structure and status of staff, benefit and compensation studies, market/equity policy and classification study review. **Discussion only, no action taken.**
15. Review of April, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. Any significant variance was due actual expenses not being counted against the existing encumbrance or purchase order. Finance is aware and will make necessary adjustments to apply expenses to the purchase order. Other account lines that are at or near 100% are due to purchases made fully in the beginning of the year and further expenditures in said accounts are not expected. **Discussion only, no action taken.**
16. Report from Human Resources Director. It was noted that the April, 2018, monthly accomplishments and goals was inadvertently omitted from the report. Vacant positions, emergency help requests, leave of absence requests and additional steps and/or benefits/appointments were reviewed as required under the Personnel Ordinance. Also reviewed was the 3rd quarter Employee Assistance Program utilization report. **Discussion only, no action taken.**
17. Review and approval of meeting dates and time for June 2018 – April 2020. Discussion that HR Committee meetings are typically the third Tuesday of the month at 8:30 a.m. and as needed. The dates included in the packet assume no changes are made in meeting timings compared to County Board meetings.
18. Set next meeting date and agenda items: Tentatively scheduled Tuesday, June 19, 2018 at 8:30 a.m.
19. Adjournment **Motion by G. Patrick, second by L. Payne, to adjourn. Motion Carried 4:0. Meeting adjourned at 9:54 a.m.**