

HUMAN RESOURCES COMMITTEE MEETING MINUTES

July 2, 2018 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:06 a.m.
2. Roll Call: Present: James Braughler, Chair; Gregory Patrick, Secretary; Laura Payne; Michael Wineke, Vice Chair. Kirk Lund in at 8:25 a.m. **Quorum established.** Others present: Alice Fisher, Highway Department; Barb Frank, County Clerk; Alex Mortensen, Administrative Intern; Terri Palm-Kostroski, Human Resources Director; James Schroeder, County Board Chair; 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 May 15, 2018, Human Resources Committee Minutes. **Motion by L. Payne, second by M. Wineke, to approve the Human Resources Committee May 15, 2018 minutes as presented. Motion carried 4:0.**
7. Communications:
 - a. One 2019 Second Quarter Retirement Recognition, Denise Grossman
8. Discussion and possible action to eliminate one full-time, vacant Legal Secretary position and create one full-time Administrative Assistant position in the District Attorney's Office. **Motion by L. Payne, second by G. Patrick, to recommend forwarding a resolution to County Board to eliminate one full-time, vacant Legal Secretary position and create one full-time Administrative Assistant II position in the District Attorney's Office. Motion carried 4:0.**
9. Discussion and possible action to accept grant funding from the Greater Watertown Community Health Foundation to implement the Community Response/Prevention Social Worker Action Plan and to create one full-time Professional Family Advocate position and one full-time Parent Coach position in the Human Services Department. Human Resources successfully applied for a 3-year grant to implement a Community Response/Prevention Program, focusing on areas in the County with the most significant concern in this area of child neglect and abuse. The grant begins as soon as staff is hired. A resolution is needed to amend the budget and accept the grant, as well as to create two new positions. **Motion by M. Wineke, second by L. Payne, to accept grant funding from the Greater Watertown Community Health Foundation and to create one full-time Family Advocate position and one full-time Parent Coach position in the Human Services Department. Motion carried 4:0.**
10. Discussion and possible action to establish seasonal and unclassified position rates for 2019. Discussion that rates were increased for seasonal/unclassified positions last year. The increase, along with the \$.25/hour increase for each returning year up to 4 years returning, appears to be appropriate. Little recruitment was needed this year for these positions, including the week of the Fair. **Motion by L. Payne, second by M. Wineke, to approve maintaining the wage schedule for seasonal and unclassified positions for 2019. Motion carried 4:0.**
11. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm gave a brief presentation, including the history of why the County began looking at other health insurance options, working as a consortium with County municipalities and Dodge County, obtaining bids from two health plans, reviewing those bids and briefly explaining a possible option for employees of a Qualified High Deductible Health Plan with an H.S.A. Huma

Resources will be conducting several educational sessions for all employees the week of July 9. **Discussion only, no action taken.**

12. Update, discussion and possible action regarding the 2018 Employee Classification and Compensation Study. Rebecca Crowder, consultant from the Austin Peters Group, skyped with the HR Committee to walk through the final draft report. This included the background of the study, the methodology and process, the findings background (internal equity, market adjustments, health insurance and other comparisons) and a summary of findings. Also discussed was the Reconsideration Request process (formerly known as Appeals process). The Final report, complete with the reconsiderations, is expected by August 3, 2018. **Discussion only, no action taken.**
13. Motion by M. Wineke, second by G. Patrick, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e) for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on entering into negotiations to amend the existing contract with the Jefferson County Law Enforcement Officers Association regarding employer-sponsored health insurance options. Patrick, Aye; Lund, Aye; Braughler, Aye; Payne, Aye; Wineke, Aye. **Convened into closed session at 9:42a.m. Note: J. Schroeder, T. Palm, Kostroski, B. Wehmeier and B. Ward remained for closed session. Reconvened into open session at 9:52a.m.**
14. Review of May, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm verbally 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.**
15. Report from Human Resources Director. T. Palm reviewed the May, 2018, monthly accomplishments and goals. T. Palm also verbally presented the vacant position and emergency help requests since the May Committee meeting, the Leave of Absence requests and any position(s) that received additional steps, benefits and/or Interim appointments. **Discussion only, no action taken.**
16. Set next meeting date and agenda items: Tentatively scheduled Tuesday, July 17, 2018 at 8:30 a.m.
17. Adjournment **Motion by G. Patrick, second by L. Payne, to adjourn. Motion Carried 5:0. Meeting adjourned at 10:01 a.m.**