

HUMAN RESOURCES COMMITTEE MEETING MINUTES

March 25, 2019 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund, Vice Chair, Laura Payne and Jim Schroeder. Excused: Michael Wineke. **Quorum established.** Others staff present: Barbara Frank, County Clerk; Staci Hoffman, Register of Deeds; Terri Palm-Kostroski, Human Resources Director; Jeffrey Parker, Chief Deputy and Benjamin Wehmeier, County Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Address item 16, Discussion on hiring a consultant to review Personnel Ordinance immediately following item 12, discussion on recruitment challenges for Communication Operators.
5. Public Comment: None.
6. Election of Secretary: Motion by L. Payne to nominate Kirk Lund as Secretary. Second by J. Schroeder. No additional nominations. Motion to close nominations and elect K. Lund as Secretary by acclamation. Second by L. Payne. Motion passed 4:0.
7. Communications: Review of seven retirements from January – March, 2019.
8. Approval of December 18, 2018, Human Resources Committee Minutes. **Motion by second by L. Payne, second by K. Lund, to approve the Human Resources Committee December 18, 2018 minutes as presented. Motion passed 4:0.**
9. Motion by J. Schroeder, second by L. Payne, to convene into closed session pursuant to Wisconsin State Statue Section 19.85 (1)(e), “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session,” for the purpose of discussing a Memorandum of Understanding with Jefferson County Law Enforcement Officers Association, Local 102 to enter into a side agreement regarding starting wages and vacation for new deputies with prior law enforcement experience.” Roll call: K. Lund, Aye; J. Schroeder, Aye; L. Payne, Aye; J. Braughler, Aye. Moved into closed session 8:35 a.m.

Also present: J. Parker, T. Palm-Kostroski, and B. Wehmeier.

10. **Motion by K. Lund, second by J. Schroeder, to reconvene into open session. Motion passed 4:0. Reconvened into open session at 8:42 a.m.**

Motion by L. Payne, second by K. Lund, to approve the Memorandum of Understanding between Jefferson County and the Local 102 regarding starting wages and vacation for new deputies with prior law enforcement experience. Motion passed 4:0.

11. Discussion on the Civil Service Ordinance as it relates to recruitment, selection and hiring. T. Palm, B. Wehmeier and J. Parker discussed upcoming vacancies, including two of three Captain positions. Currently, the civil service ordinance does not allow the County to hire from the outside except for the Chief Deputy position. J. Parker indicated the Sheriff was not looking at opening this to external candidates; however, T. Palm and B. Wehmeier expressed concern of finding well-qualified candidates that may be interested in management positions and more discussions may need to occur regarding allowing the Sheriff the *discretion* of hiring external candidates. **Discussion only, no action taken.**
12. Discussion on recruitment challenges for Communication Operators in the Sheriff's Office and hiring above minimum guidelines for the position. T. Palm presented information that Jefferson County's maximum salary for Communication Operator's is aligned well with the market; however, starting wages is significantly lower. In addition, in the last couple of years, turnover has occurred and recruitment and retention has been challenging, resulting in a significant increase of mandatory overtime for other remaining staff. T. Palm drafted guidelines to offer new hires a starting wage at step 5 of the applicable pay grade, which is in the 25th percentile of market. **Discussion only, no action taken.**
13. Discussion on hiring a consultant to review and make recommendations to update Personnel policies and the Personnel Ordinance. T. Palm and B. Wehmeier explained that it has been a goal of both Human Resources and Administration to review all County ordinances and policies, to assure they are consistent and not conflicting with other policies, easy to understand and easy to locate, and complete and follow best practices. Discussions are in progress with potential partners/consultants who are very familiar with Human Resources issues in the public sector and have resources available to them that would not involve creating the wheel. This is a big project with a goal to have a final product for recommendation by the end of 2019. However, it is recognized that some policies may need to be addressed prior to that. B. Frank and S. Hoffman expressed concerns over current policy HR0420, County Employee to Elected Official, which was first enacted in 1997. The primary issue is using the rate of pay an elected official was at as a Jefferson County employee, prior to becoming an elected official, for payout of sick time upon retirement from the elected official position. Discussion included that there is not a consensus among counties on this issue, current employees may bank sick time from 10 years ago but are paid out at a higher rate than earned, and a legal concern of tying payout to the salary of an elected official. Committee recommended having a consultant and legal review of this ordinance. **Discussion only, no action taken.**
14. Discussion and possible action to create a full-time Maintenance I worker in the Central Services Department. Discussion included the fact that Central Services has worked without a full-time staff for nearly 2-years and remaining maintenance staff have taken on administrative and planning duties, taking away time dedicated to maintenance duties. This has resulted in a need to provide additional staff dedicated to maintenance duties. **Motion by K. Lund, second by L. Payne, to recommend the creation of a full-time Maintenance I worker in the Central Services Department. Motion passed 4:0.**
15. Discussion on hiring additional Assistant Corporation Counsel in the Corporation Counsel Office to assist with Human Services legal needs. B. Wehmeier discussed the need for additional staff to assist with the increasing Termination of Parental Rights (TPR) cases. The solution needs to expedite the process to create certainty for the child(ren) and families and funding is available through IV-E dollars (foster care funding) if the County does the TPR's internally. The District Attorney's Office has been notified of the possible transition with a goal to have a formal proposal before September 1, 2019. **Discussion only, no action taken.**

16. Discussion on possible contracting to fill the vacant Managing Director/Business Development position in the Economic Development department due to potential amendment of an Intercounty Government Agreement. The Managing Director/Business Development position was created a couple of years ago as an assistant to the Director, but it has never been filled. Jefferson County has been working with Dodge County on equity of services and needs of services and discussing amendment to the intercounty government agreement with Dodge County to increase Dodge County's per capita contribution to match Jefferson County's per capita contribution. This increase would help fill the vacant role, which would presumably start out as a contract position to evaluate if the needs of Jefferson and Dodge County are being met and is working, both financially and as a shared position. **Discussion only, no action taken.**
17. Discussion and update on Nationwide Fixed Account investment options. T. Palm discussed that Nationwide is changing the guaranteed minimum interest rate (GMIR) for the fixed account, which is currently 3.5%. There are three options that the County must choose from which will affect everyone in fixed accounts or may want to contribute to fixed accounts in the future. The three options include a gradual decrease in the GMIR over 5 years and 5 years to remove all current money from the fund; a gradual decrease in the GMIR over 5 years and 3 years to remove all current money from the fund but with a lower crediting rate; and continue with the 3.5% GMIR for all existing fixed fund accounts but new accounts will have initial crediting rate of 1.2% and a .5% GMIR. Communications were sent to retirees and employees and several meetings were held on-site. **Discussion only, no action taken.**
18. Discussion on current Dean Health Insurance plan design and definitions as it relates to 2020 renewal. T. Palm and B. Wehmeier discussed some of the successes and challenges in the last few months with the transition to Dean. Also discussed were ways to consider providing a high level of service and minimizing the costs. This includes looking at retiree coverage, a buy-out option and plan design attributes in general. After 6 months in the plan, there should be some utilization data available to help narrow the focus on not only expenses, but also focus on wellness initiatives. Options will include working with Dodge County and other municipalities in the intercounty government agreement. **Discussion only, no action taken.**
19. Review of December, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures, which bottom line met the 2018 goals. **Discussion only, no action taken.**
20. Review of January and February, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
21. Report from Human Resources Director. T. Palm reviewed the December, 2018; January, 2019; and February, 2019, monthly accomplishments and goals. There were 20 vacant positions authorized to recruit for, 4 emergency help request approved, 0 leave of absence request and 2 employees who received an extra step(s) and/or negotiated benefits. **Discussion only, no action taken.**
22. Set next meeting date and agenda items: Tuesday, April 16, 2019 at 8:30 a.m, to include updates on updates as available and setting non-classified 2020 pay rates.
23. Adjournment **Motion by J. Schroeder, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 10:04 a.m.**