

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, May 7, 2019 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Vice Chair, Michael Wineke, at 8:30 a.m.
2. Roll Call: Present: Michael Wineke, Vice Chair; Laura Payne, Secretary; Kirk Lund and Jim Schroeder. Excused: James Braugher, Chair. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Amy Listle, Interim Fair Park Director; Terri Palm-Kostroski, Human Resources Director; 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. Review of Agenda: Address item 10, "Discussion and possible action to create one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department" and item 11, "Discussion and possible action to accept new funding from the Crisis Innovation Incentive Awards Application and to create one full-time Intake Worker position at Human Services" last.
5. Public Comment: None.
6. Communications: None.
7. Approval of March 25, 2019, Human Resources Committee Minutes. **Motion by second by J. Schroeder, second by K. Lund, to approve the Human Resources Committee March 25, 2019 minutes as presented. Motion passed 4:0.**
8. Establish 2020 Non-classified hourly rate of pay. **Motion by L. Payne, second by J. Schroeder, to approve the 2020 non-classified hourly rate of pay as presented. Motion passed 4:0.**
9. Discussion and possible action to create one full-time Maintenance Worker II position and eliminate two 1000-hour Maintenance Worker I positions at the Fair Park. T. Palm presented information that the Fair Park has been operating without full staff for over a year due to recruitment and retention issues with part-time, non-benefited positions. A full-time Maintenance II worker would provide the same number of hours and more consistency. A. Listle added that the position's wages and benefits would be covered by the vacancy of the Director position for 4-months in 2019. Going forward, growing events and sponsorships at the Fair can sustain the position. **Motion by L. Payne, second by J. Schroeder, to approve the creation of one full-time Maintenance Worker II position and elimination of two 1000-hour Maintenance Worker I positions at the Fair Park and recommend the resolution as presented to the County Board. Motion passed 4:0.**
10. Discussion and possible action to amend the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium, and Glacial Heritage Development Partnership and to fill the vacant Managing Director/Business Development position in the Economic Development department to be shared with Dodge County. B. Wehmeier reviewed and discussed the current Partnership Agreement and amendments being recommended. In addition, discussed filling the Managing Director/Business Development position in EDC as a contract position to be shared with Dodge County. **Motion by J. Schroeder, second by K. Lund, to approve the amendment to the Partnership Agreement between Dodge County, the Jefferson County Economic Development Consortium and Glacial Heritage Development Partnership ("ThriveED") and to fill the vacant Managing Director/Business Development position in the Economic Development**

department as a contract position shared with Dodge County and recommend a resolution to County Board. Motion passed 4:0.

11. Discussion and update on review of Personnel policies and the Personnel Ordinance. T. Palm updated the committee of the progress of review of the personnel policies/ordinances started by James Richter, former HR Director with Waukesha County and Joseph Rains, former HR Director with Dodge County. This will be a regular agenda item until project is complete, with a goal of December, 2019. **Discussion only, no action taken.**
12. Review of April, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
13. Report from Human Resources Director. T. Palm reviewed the April, 2019 monthly accomplishments and goals (March, 2019 was not included in packet but is available upon request). There were 12 vacant positions authorized to recruit for, 4 emergency help request approved, 2 leave of absence requests, 2 employees appointed to interim roles and 0 employees who received an extra step(s) and/or negotiated benefits. **Discussion only, no action taken.**
14. Discussion and possible action to create one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department. B. Wehmeier and B. Ward discussed that the DA Office currently represents the inters in cases involving Children in Need of Protection and Services (CHIPS) and Termination of Parental Rights (TPR). Further, due to staffing constraints in the DA Office, it was determined that transferring some of these certain duties to the Corporation Counsel's Office would reduce the need and cost of contracted legal services. Discussion on funding of the position included reduced outside legal counsel, IE grant funding and reduction of the length of time children are in foster care. In 2019, Human Services Reserve Fund would also be utilized for the position. **Motion by M. Wineke, second by K. Lund, to approve the creation of one full-time Assistant Corporation Counsel position in the Corporation Counsel Office to provide legal support to the Human Services department and recommend the resolution to County Board. Motion passed 4:0.**
15. Discussion and possible action to accept new funding from the Crisis Stabilization Innovation Incentive Awards Application and to creation one full-time Intake Worker position at Human Services. T. Palm discussed the award of the grant to Human Services to assist with the behavioral health needs in the long term care population and reduce admissions to psychiatric institutions. The grant is through December 31, 2020 and would cover the cost of the Intake Worker, overhead expenses, IT expenses and supervisory costs. Thereafter, it is anticipated the position will be sustained through Medicaid and Managed Care Organization billing. **Motion by J. Schroeder, second by L. Payne, to approve the Crisis Stabilization Innovation Incentive Awards grant and create one full-time Intake Worker position at Human Services and recommend the resolution to County Board. Motion passed 4:0.**
16. Set next meeting date and agenda items: Tuesday, May 21, 2019 and Tuesday, June 18, 2019 at 8:30a.m, to include update on review of Personnel Ordinance.
17. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 9:30 a.m.**