

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 112**  
**Jefferson, WI 53549**

**Tuesday, February 16, 2016 @ 8:30 p.m.**

Committee Members: James Braugher, Chair; Jim Mode, Vice-Chair; Greg David, Secretary; Paul Babcock; and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Communications
7. Approval of February 4, 2016 minutes
8. Discussion and possible action establishing wages and benefits for the 2017-2020 term for the constitutional elected officials of:
  - a. County Clerk
  - b. Register of Deeds
  - c. Treasurer
9. Set next meeting date and agenda
10. Adjournment

**Next scheduled meeting: Tuesday, March 15, 2016 @ 8:30am.**

*A quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**February 4, 2016 @ 6:00pm**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Chair, Jim Braughler called the meeting to order at 6:00 pm.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Paul Babcock, and Michael Wineke. Excused: Greg David (Secretary). Others present: Barb Frank, Staci Hoffman, Terri Palm, Carla Robinson, Jim Schroeder, Blair Ward, Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Copies materials pertaining to agenda items provided.
7. Approval of the December 15, 2015 minutes. **Motion by J. Mode, second by P. Babcock, to approve the January 26, 2016 minutes as printed.** Motion Carried 4:0.
8. Discussion and possible action to eliminate one vacant part-time Public Health Nurse position and create one part-time WIC Registered Dietician/Registered Nurse position at the Health Department. **Motion by J. Mode, second by P. Babcock, to recommend a resolution to eliminate the vacant, part-time Public Health Nurse position and create a part-time, WIC Registered Dietitian/Registered Nurse position.** Motion carried 4:0.
9. Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries. **Motion by M. Wineke, to eliminate ordinance 2013-26 and create an ordinance that establishes a procedure to set elected official salaries at step 7 of the grade placement recommended by the County's Classification and Compensation vendor, at the time papers are taken out, with any COLA to be reviewed and recommended by HR Committee prior to each election term.** Motion carried 4:0.
10. Next Meeting date and agenda items: Next scheduled meeting set for **Tuesday, February 16, 2016 @ 8:30am**. Agenda to include a recommendation of salaries for 2017 – 2020 for the elected official positions of County Clerk, Register of Deeds and Treasurer.
11. Adjournment: **Motion by J. Mode, second by M. Wineke.** Motion Carried 4:0. Meeting adjourned at 9:40a.m.

**RESOLUTION NO. 2015-\_\_\_\_\_**

**Establishing total annual compensation for county elected officials  
pursuant to Wis. Stat. § 59.22**

Executive Summary

On Tuesday, February 9, 2016, the Jefferson County Board of Supervisors adopted Ordinance 2015-30, establishing a procedure to set elected official salaries. The ordinance establishes compensation for constitutional elected officials at Step 7 of the appropriate grade as recommended by the County's classification and compensation consultant. The ordinance further establishes the ability for the County Board to adjust the salary during the four-year term based on the analysis of several factors. The salaries for all four years must be determined prior to April 15, 2016, the earliest time for filing nomination papers for the county elective office.

On Tuesday, February 16, 2016, the Human Resources Committee discussed the current market conditions and trends, the internal comparable wages and Jefferson County's comparable counties' salaries of the County Clerk, Register of Deeds and Treasurer. After analyzing this information, the Human Resources Committee is recommending a 1% increase in each year of the four-year term, based on the starting salary of step 7 of the appropriate recommended grade placement.

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WHEREAS, pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected officials (other than supervisors and circuit judges) prior to April 15, 2016, the earliest time for filing nomination papers for the county elective office, and

WHEREAS, the Board desires to establish the total annual compensation for county elected officials, which is separate and distinct from the fringe benefits offered by the County to elected officials, and which fringe benefits are subject to increase or decrease during the officer's term at the discretion of the Board and in accordance with state and federal law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may participate in the Wisconsin Retirement System in accordance with state law, and

WHEREAS, as part of the County's fringe benefit program, county elected officials may elect to receive health insurance coverage under the same terms and conditions as the health insurance coverage offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2, and

WHEREAS, the Human Resources Committee has reviewed salaries for elected officials in comparable counties, as well as compensation practices among non-represented, non-law enforcement managerial positions,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson County Board of Supervisors that the total annual compensation for county elected officers under Wis. Stat. § 59.22(1) shall be as follows, effective on the first day of a term of office that begins after the date of this resolution:

| <b>Elective<br/>Official</b> | <b>2017<br/>Rate</b> | <b>2018<br/>Rate</b> | <b>2019<br/>Rate</b> | <b>2020<br/>Rate</b> |
|------------------------------|----------------------|----------------------|----------------------|----------------------|
| <b>County Clerk</b>          | \$77,563.20          | \$78,332.80          | \$79,123.20          | \$79,913.60          |
| <b>Register of Deeds</b>     | \$68,848.00          | \$69,534.40          | \$70,220.80          | \$70,928.00          |
| <b>Treasurer</b>             | \$68,848.00          | \$69,534.40          | \$70,220.80          | \$70,928.00          |

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the Wisconsin Retirement System in accordance with law and the County shall pay only its share of contributions required by law, and

BE IT FURTHER RESOLVED that the aforementioned county elected officials are entitled to participate in the County's health, dental and life insurance programs subject to the terms and conditions of the programs, which may be modified from time to time, under the same terms and conditions for such programs offered to non-represented managerial county employees who are not law enforcement managerial employees or non-represented managerial employees described in Wis. Stat. § 111.70(1)(mm)2.

*Fiscal Note:*

*The fiscal impact from 2016 to 2017 is: County Clerk, \$4,451.20; Register of Deeds, \$6,219.20; Treasurer, \$4,825.60.*

*The fiscal impact from 2017 to 2018 is: County Clerk, \$769.60; Register of Deeds, \$686.40; Treasurer, \$686.40.*

*The fiscal impact from 2018 to 2019 is: County Clerk, \$790.20; Register of Deeds, \$686.40; Treasurer, \$686.40.*

*The fiscal impact from 2019 to 2020 is: County Clerk, \$790.60; Register of Deeds, \$707.20; Treasurer, \$707.20.*

*The total cumulative fiscal impact for the four-year term, from 2017 to 2020, is: County Clerk, \$6,801.60; Register of Deeds, \$8,299.20; Treasurer, \$6,905.60.*

*Federal Income Continuation Tax (FICA), Wisconsin Retirement employer contribution, health and other eligible fringes will be as stated in this resolution and will be part of the budget process for each budget year.*

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_ Vacant \_\_\_\_\_

Requested by  
Human Resources Committee

03-08-16

Prepared by: Brian Lamers, 02-09-16; Terri Palm-Kostroski, 02-12-16

REVIEWED: Administrator \_\_\_\_\_; Corp. Counsel \_\_\_\_\_; Finance Director \_\_\_\_\_