

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

Tuesday, April 10, 2018 @ 6:00 p.m.

Committee Members: James Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke; Lloyd Zastrow, Secretary

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. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of March 13, 2018, Human Resources Committee Minutes
7. Communications
8. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline. *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.*
9. Reconvene into open session for action regarding items discussed in closed session
 - a. Employee Discipline
10. Set next meeting date and agenda items
11. Adjournment

Next scheduled meeting: *Tentatively*, Tuesday, May 15 at 8:30 a.m.

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

March 13, 2018 @ 6:30 p.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 6:30 p.m.
2. Roll Call: Present: Jim Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke and Lloyd Zastrow, Secretary. Others present: Barbara Frank, County Clerk; Terri Palm-Kostroski, Human Resources Director; 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 February 20, 2018, Human Resources Committee Minutes. **Motion by J. Mode, second by M. Wineke, to approve the Human Resources Committee February 20, 2018 minutes as presented. Motion carried 5:0.**
7. Communications: None
8. Discussion and possible action to temporarily increase hours from part-time to full-time, with benefits, for the Deputy County Clerk/Elections Clerk Position in the County Clerk's Office through December 31, 2018. Discussion regarding increase of passports and contract maintenance in Munis has increased workload. Also, Finance staff will not frequently be available to assist the front counter due to the HR/Payroll implementation that is scheduled to go-live on October 1, 2018. County Administrator agreed that during the time of Finance's absence, additional help is needed, and would review during budget process if the workload has increased substantially in the County Clerk's office to continue increased hours in 2019. Candidate is aware that this may be a temporary benefited position and would return to part-time in 2019. A \$10 increase of passport fees, effective April 1, 2018, will cover approximately 1/3 of the increase of cost. Traditionally, the County Clerk's office has had revenues that exceeded budget that will cover remaining cost. **Motion by M. Wineke, second by L. Zastrow, to temporarily increase the Deputy County Clerk/Elections Clerk position in the County Clerk's office from part-time to full-time, through December 31, 2018. Motion carried 5:0.**
9. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm reviewed that M3 met with Dodge County, Jefferson County and several municipalities the previous week with the purpose of agreeing on plan design options. Requests to bidders will include a plan comparable to the current low-deductible plan, a high deductible plan and a PPO plan for employees living outside of the counties and who are not interested in the HMO plan. Human Resources plans to roll-out education for the focus group on high deductible plans and H.S.A. plans, as well as department heads. **No action taken.**
10. Update discussion and possible action regarding the 2018 Classification and Compensation Study. The progress report from the Austin Peters Group was reviewed and is included in the packet.

11. Review of January, 2018 Monthly Financial Report for Human Resources and Safety. T. Palm reviewed January, 2018, reports for both Human Resources and Safety. It was noted that two areas overbudget (Professional Services and Computer Equipment) are due to monies not yet transferred for the Classification and Compensation study and Mass Alert Notification System. Also, Advertising is overbudget as a contract for advertising has to be paid quarterly, before ads are actually placed. On a quarterly basis, a journal entry will occur with departments that actually utilized the advertising.

12. Report from Human Resources Director
 - a. February, 2018, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence requests
 - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employeesT Palm reviewed the report. Detailed report is available online or by request.

13. Set next meeting date and agenda items: March 20, 2018 at 8:30 a.m. It is not anticipated that a meeting will be needed. Committee will be notified if meeting scheduled.

14. Adjournment **Motion by J. Mode, second by G. David, to adjourn. Motion Carried 5:0. Meeting adjourned at 6:50 p.m.**