

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 5, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler, P. Babcock, J. Mode, M Wineke, and G. David. Quorum established. Others Present: T. Palm, B. Wehmeier, B. Ward, B. Lamers, B. Frank, J. Parker, T. Maze, D. Hunter, and D. Hughes (AFSCME Council 40).
3. Certification of compliance with the Open Meetings Law by County Administrator, B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by J. Mode, second by P. Babcock, to approve the July 15, 2014 minutes. Motion carried 5:0.
7. Communications. Revised draft to amend Ordinance HR0120 and revised draft of resolution to provide a pay adjustment for sworn management staff was distributed. Also distributed were the results of a recent employee survey. Material was presented by the Sergeants to include pay comparisons within the department and county as well as job description questionnaire forms completed by the sergeants during the reclassification process.
8. Review of Monthly Financial Report. Overall, Human Resources department is under budget. The remainder of the cost of the HIPAA Privacy audit is still outstanding.
9. Review of the Human Resources Department 2015 Budget. Noted that no additional expenses were requested for the Human Resources account. For the Safety Coordinator account, the request for two pieces of equipment, for \$2200, was requested. These items would allow the Safety Coordinator to perform duties otherwise contracted out.
10. Discussion to amend HR0120, Differences for Sworn, Non-Represented Law Enforcement Employees. Discussion regarding draft of ordinance amendment that would place both deputies and detectives who are promoted to sergeant at the same starting rate of pay. Change is being considered due to internal inequity when a sergeant who was promoted from detective may start out making more pay than an experienced sergeant who was promoted from a deputy position. Committee took no action but requested item to be addressed at next meeting in conjunction with other issues surrounding sergeant pay.

11. Consideration to adjust non-represented, sworn officer pay for 2014. Committee discussed a pay adjustment for sergeants, captains and chief deputy positions. Committee reviewed draft of resolution that would provide a one-time pay increase for non-represented, sworn staff of a .96% lump sum. This is the same amount provided to other non-represented employees in 2011 when they began contributing to WRS. Also, the wage gap between deputies and sergeants is narrowing and a lump sum adjustment may reduce or slow down any future compression issues, as union staff received a 2.5% increase in 2014. Committee took no action but requested item to be addressed at next meeting in conjunction with other issues surrounding sergeant pay. Committee also asked the Sergeants and Human Resources to work on completing another reclassification request that would help point out the sergeants concerns in comparison to other supervisory positions in the county.
12. Discussion of plan designs available through the State Health Plan, or the Wisconsin Public Employees Group Health Insurance Program. Staff presented premium rates that were released on September 2, 2014. A comparison was provided of contributing a slightly higher premium for nonrepresented employees (the same rate the County would pay for represented employees under union contract) and contributing the same amount currently made, but towards the low deductible plan. The comparison also demonstrated that the County would then be able to make a contribution to the FSA program for each employee enrolled in our health insurance. The comparison showed a financial savings for both the County and most employees if the county switched to the low deductible plan. The Department of Employee Trust Fund will allow the County to make a plan option change providing a resolution is to them following the October Board meeting. Committee directed staff to educate employees on the scenarios and report back at next committee meeting, at which time the Committee would take action, if any.
13. Discussion to offer a debit card for employees participating in the County's Section 125b plan. Motion by J. Mode, second by G. David, to authorize the County Administrator to amend the County's Section 125b plan to allow employees to purchase a debit card for unreimbursed medical expenses, on a voluntary basis. Motion carried 5:0.
14. Review of the Human Resources Report addressing the July and August monthly departmental report, vacant position requests, emergency help requests, reclassification results, new hires starting above minimum and the advancement of steps for an employee. Report is on file.
15. Motion by J. Mode, second by P. Babcock, to move into closed session under Wisconsin State Statues Sections 19.85 (1)(b) and 19.85 (1)(f), consideration of employee discipline and consideration of specific employee's medical condition. All present responding "Aye". Moved into closed session at 10:10am.

Note: Also present were B. Ward, Corporation Counsel; B. Wehmeier, County Administrator; and T. Palm, Human Resources Director. Also noted, the Committee will serve as the Civil Service Grievance Committee when considering the employee discipline.

Motion by M. Wineke, second by J. Mode, to approve the intermittent extension for the leave of absence request, through October 31, 2014. Motion approved 5:0.

16. Motion by P. Babcock, second by G. David, to reconvene into open session. All present responding “Aye”. Committee reconvened into open session at 10:17am.

Motion by J. Mode, second by G. David, to affirm the Sheriff’s discipline of a one-day suspension. Motion carried 5:0.

17. Next meeting date September 30, 2014 at 8:30am and October 21, 2014 @ 8:30am. Items will include issues regarding Sergeants pay, health plan options for 2015 and a possible LOA request.

18. Motion by G. David, second by J. Mode, to adjourn. Meeting adjourned at 10:20am.