

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
March 17, 2015 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braughler.
2. Present: J. Braughler, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Eggers.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Reviewed with no comments.
5. Citizen Comments. None.
6. Motion by P. Babcock, second by M. Wineke, to approve the January 20, 2015 minutes. Motion carried 5:0.
7. Communications: Revised draft of resolution to Create a Pool of Fair Workers provided.
8. Monthly Financial Report. December, 2014 report reviewed indicating under budget for 2014. January, 2015 report reviewed. T. Palm provided explanation that over budget on line item for Flexible Spending due to the administrative fees not accounted for when the County opted to provide FSA dollars for all eligible employees. Total annual deficit may be about \$12,500. T. Palm will monitor budget throughout the year and watch other line items for any potential savings to offset the deficit.
9. Review of four employee retirements in first quarter of 2015 to be presented at April, 2015 County Board meeting.
10. Kim Eggers, Safety Coordinator, provided a presentation on "Safety Objectives in Jefferson County". Presentation included initial findings in July, 2014; accomplishments made; processes needed to obtain the goal of having a strong safety culture at Jefferson County.
11. Motion by G. David, second by M. Wineke, to recommend to County Board a resolution to create a pool of Fair Park Grounds Workers. Motion carried 5:0.
12. Motion by P. Babcock, second by G. David, to approve the transfer of Julie Johnson to a vacant Community Support Program II position at Human Services, contingent on obtaining the required Master's degree in May, 2015. Motion carried 5:0.

13. Report from Human Resources Director was discussed, covering January and February Monthly department reports, vacant position and emergency help requests and hiring above minimum steps and benefits.
14. Information for item to be held in closed session was not completed. Committee did not convene into closed session.
15. Next meeting set for Tuesday, April 21, 2015 at 8:30am. Possible agenda items include ordinances to address Safety, Violence in the Workplace, and Alcohol and Drug Use in the Workplace.
16. Motion by P. Babcock, second by G. David, to adjourn. Meeting adjourned at 9:38am.