

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 21, 2015 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:30 am.
2. Roll Call: Present: James Braughler, Jim Mode, Greg David, Paul Babcock, Michael Wineke. Others present: B. Block, B. Frank, B. Lamers, T. Palm, B. Udovich, B. Ward, B. Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by Ben Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: B. Block, Highway Department, questioned if the certification process was for new hires or for everyone. He believes the E1/E2 pay has divided the department and favoritism occurs when making work assignments. B. Block also commented on the Highway overtime survey and recognized that many respondents to the survey followed FLSA regulations but the County shouldn't change our practice.
6. Communications: None.
7. Approval of July 9th minutes: **Motion by Greg David, second by Jim Mode, to approve the July 9, 2015 minutes as printed.** Motion Carried 5:0.
8. Discussion and possible action addressing E1/E2 Equipment Operator pay, including how it relates to an equipment certification process. Personnel Ordinance HR0360 indicates the HR Committee will review the E1/E2 pay by July 31, 2015. B. Wehmeier explained that the certification process is a new program and Highway Commissioner is not prepared to make a recommendation yet. The draft of the Certification Process policy incorporates different levels of training required, different classes of equipment and proposed pay progression pending the number and type of certifications received. Observations from committee/staff: Michael Wineke, understands that favoritism, or perception of favoritism, is damaging and generally, favor compensating for the skill level rather than just when using that skill; Jim Mode questioned if contracting has been considered and would be more cost efficient; Brian Lamers commented that many highways/public works have a summer and winter rate. **Item deferred until future meeting.**
9. Discussion and possible action to amend Exempt position listing under Personnel Ordinance HR0250 and HR0360. **Motion by Paul Babcock, second by Greg David to approve the changes in the exempt position listing, including the addition of Family Court Child Custody Evaluator as an "other exempt" position.** Motion carried 5:0. **Motion by Jim Mode, second by Paul Babcock, to recommend the ordinance changes as amended to County Board.** Motion carried 5:0.

10. Review of survey data regarding military leave and review and possible action amending Personnel Ordinance HR0461 regarding pay and/or benefits while on military leave. Committee reviewed the survey of paid or unpaid military leave from over 45 other counties/municipalities. **Committee asked HR Director to draft an amendment to ordinance providing 10 days of paid leave for training.**
11. Information and discussion on employment law/benefit changes:
 - a) State Health Plan. T. Palm explained several changes the County is watching regarding the State Health plan, including the option to pay employees to “opt out” and a dental plan option. The rules/processes for these changes are not finalized and rates won’t be known until the end of August. If the County would want to make a change, it would need a resolution to Board in September in time for the October open enrollment.
 - b) Fair Labor Standards Act (FLSA) amendments. T. Palm explained that the Department of Labor (DOL) has proposed revisions to FLSA regulations, increasing the salary requirement for exempt employees. This change could potentially affect 9 positions and approximately 16 employees.
 - c) Highway overtime survey. B. Wehmeier explained that the Task Force Committee was looking at a variety of issues, including overtime. The Personnel Ordinance requires all non-represented employees to follow the FLSA regulations in regards to overtime, except for the Highway Department. Information provided to the HR Committee for a future meeting to consider any changes.
12. Review of Human Resources Department, May 2015, Financial Report. No significant changes from April’s report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants.
13. Report from Human Resources Director. The Human Resources June monthly report was included, as well as the 11 vacancy requests, 1 emergency help request, 2 employees starting above minimum step or additional steps provided and 1 reclassification result.
14. There was no closed session item to address at this time.
15. Next Meeting: Tuesday, August 18, 2015 at 8:30 am. Agenda items to include Military Leave and Highway overtime survey.
16. Adjournment: **Motion by G. David to adjourn, second by Paul Babcock.** Motion Carried 5:0. Meeting adjourned at 9:37 am.