

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 18, 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: Jim Braughler, Jim Mode, Greg David, Paul Babcock. Excused: Michael Wineke. Others present: Dominic Bava, Barry Block, Barb Frank, Bill Kern, Brian Lamers, Terri Palm, Jim Schroeder, Blair Ward, Ben 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: Dominic Bava spoke as a citizen of Jefferson County and a former employee. Mr. Bava commented on his employment with the County and his feeling he was denied training based on his age, retaliated against by his supervisor by withholding his raise, and not being compensated with this raise for a period of time, which he is "seeking that today."
6. Communications: Hand out of the article, "Next Generation Professionals: An Inside Look at What Matters to Them."
7. Approval of July 21, 2015 minutes: **Motion by Paul Babcock, second by Jim Mode, to approve the July 21, 2015 minutes as printed.** Motion Carried 4:0.
8. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0461, Military Leave Procedure, regarding pay and/or benefit while on military leave. An amendment of HR0461 was drafted following the July 9 HR Committee meeting providing employees on military leave the difference of pay between their military pay and regular County pay, as well as allowing the employee to choose whether to use accrued time. **Motion by J. Mode, second by G. David, to recommend the ordinance changes as drafted to County Board.** Motion carried 4:0.
9. Discussion and possible action on employee compensation and benefits for the purposes of retention and recruitment. Ben Wehmeier and Terri Palm presented different issues that the County has recently faced/is facing regarding recruitment and/or retention. Several positions specifically identified include Public Health Nurse, Systems Analyst, Mental Health Specialists, Attorneys and Highway Worker positions. Hiring above minimum and increasing initial vacation for candidates have helped with recruitment, but retention for a couple of positions are an issue and wages is a major factor. The Personnel Ordinance allows for the County Administrator to offer additional wages/benefits upon hire, and an additional step(s) for current employees, but not additional benefits (time off) for current employees. Different ideas to consider are hire-on bonuses, retention bonuses (varying bonuses during first 3-5 years of employment), moving identified positions a grade(s) or creating a separate grade for positions. The idea of bonuses

can work well with market conditions that can fluctuate rapidly. There is also awareness of compression issues that could be created as well as the understanding not all employees value the same thing, and an employee engagement survey has been considered. As positions may be treated different due to market conditions, education for employees and Board Supervisors is necessary, to ensure they understand why the changes are made. Would like to see the County be at market, but economically may not be feasible and other benefits can help. **Committee requested that staff draft language for the Personnel Ordinance that would provide flexibility to create policies/procedures to recruit and retain staff with changing market conditions. Further, that a presentation be provided to County Board to educate on changing values of workers as Millennials enter the workforce, how market conditions affect the workforce and positions and how changing/new regulations impact the workforce.**

10. Review of Human Resources Department, June 2015, Financial Report. No significant changes from May's report. The Section 125 line item is over budget, and will continue to widen, due to the administrative cost of more participants. However, reduced wages from FT to PT hours will offset some of this. Safety budget has no concerns.
11. Report from Human Resources Director. The Human Resources July monthly report was included, as well as the 5 vacancy requests, 2 emergency help requests and 1 employee starting above minimum step.
12. Motion by G. David, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(f), consideration of medical data of specific person as it relates to a personal leave request. Braugher: Aye; Mode: Aye; David: Aye; Babcock: Aye. Moved into closed session at 9:32am.
NOTE: Also present were T Palm, B. Wehmeier and B. Ward.
13. Motion by P. Babcock, second by G. David, to reconvene into open session. All present responded "Aye". Reconvened into open session at 9:37am.
 - a) Motion by J. Mode, second by P. Babcock, to approve the requested Leave of Absence, through September 15, 2015. Motion carried 4:0.
14. Next Meeting date and agenda items: Tuesday, September 15, 2015 at 8:30 am. Agenda items to include Smoking Policy and closed session to discuss Public Comment.
15. Adjournment: **Motion by P. Babcock to adjourn, second by G. David.** Motion Carried 4:0. Meeting adjourned at 9:40 am.