

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
December 15, 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 (Chair), Jim Mode (Vice Chair), Greg David (Secretary), Paul Babcock, and Michael Wineke. Others present: Barb Frank, Brian Lamers, Karen Mundt, Terri Palm, Casey Radtke, Blair Ward, Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Introduced and welcomed two new staff in the Human Resources Department, Casey Radtke, Human Resources Coordinator, and Karen Mundt, Benefits Administrator.
7. Approval of October 20, 2015 minutes. **Motion by P. Babcock, second by G. David, to approve the October 20, 2015 minutes as printed.** Motion Carried 5:0.
8. Discussion to recommend amendment to Personnel Ordinance HR0640, Health Insurance, defining when voluntary cancellation of coverage can occur. **Motion by J. Mode, second by P. Babcock, to recommend to County Board an amendment to Personnel Ordinance HR0640, Health Insurance, defining when employees can voluntarily cancel health insurance coverage.** Motion carried 5:0.
9. Discussion and possible recommendation to amend authorizing leave of absences under personnel Ordinance HR0450, Leave of Absence without Pay. Committee discussed the role the HR Committee should play in approving/authorizing leave of absences. Staff will draft an amendment for January meeting for consideration.
10. Review of Human Resources Department monthly Financial Reports from September, 2015, and October 2015. T. Palm explained the section 125 line item remains over budget due to the administrative cost that was not taken into consideration when the County contributed to employee FSA accounts. Also, there is an increase in wages/benefits, although still within budget, due to increasing hours of staff that went part-time in order to assist with training.
11. Report from Human Resources Director. The Human Resources October and November monthly reports were included, as well as the 17 vacancy requests, 2 emergency help request, 2 employees starting above minimum step and/or benefits and 1 employees receiving accelerated steps.
12. **Motion by M. Wineke, second by J. Mode, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85 (1)(b), consideration of employee discipline and section 19.85 (1)(f), consideration of medical data of specific person as it relates to a personal leave of absence.** Babcock: Aye; Mode: Aye; Braughler: Aye; Wineke: Aye; David: Aye. Moved into closed session at 8:59a.m.

NOTE: Also present were T Palm, B. Wehmeier, and B. Ward. Committee acted as the Civil Service Grievance Committee when addressing/discussing section 19.85 (1)(b), employee discipline.

13. **Motion by G. David, second by P. Babcock, to reconvene into open session.** All present responded "Aye". Reconvened into open session at 9:10a.m.
 - a) **Motion by J. Mode, second by M. Wineke, to approve the Sheriff's recommended disciplinary action of a one-day suspension.** Motion carried 5:0.
 - b) **Motion by J. Mode, second by P. Babcock, to deny the request for an extension of a leave of absence.** Motion carried 5:0.
14. **Next Meeting date and agenda items:** Changed to **Tuesday, January 26, 2016** at 8:30 am. Agenda to include discussion/amendment of Personnel Ordinance HR0450, Leave of Absence without Pay.
15. **Adjournment:** **Motion by J. Mode to adjourn, second by G. David.** Motion Carried 5:0. Meeting adjourned at 9:14a.m.