

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**March 16, 2016 @ 8:00am**  
**Jefferson County Courthouse, Room 112**

1. Call to Order: Chair, Jim Braughler called the meeting to order at 8:00 am.
2. Roll Call: Present: Jim Braughler (Chair), Jim Mode (Vice Chair), Greg David (Secretary) and Michael Wineke. Excused: Paul Babcock. Others present: Kathi Cauley, Barb Frank, Brian Lamers, Terri Palm, J. Blair Ward.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Ward, Corporation Counsel.
4. Review of Agenda: Reviewed with no changes.
5. Citizen Comment: None.
6. Communications: Copies of a revised draft resolution by Corporation Counsel provided.
7. Approval of the February 16, 2016 minutes. **Motion by J. Mode, second by G. David, to approve the February 16, 2016 minutes as printed.** Motion Carried 4:0.
8. First quarter, 2016, Retirement Recognitions. Five retirements were reviewed, having over 116 years of experience. Recognitions will be presented at the April County Board meeting.
9. Discussion and possible action to eliminate one vacant part-time Disabled Benefit Specialist position, eliminate one vacant part-time ADRC Specialist position, eliminate one part-time Elder Benefit Specialist position and create one full-time Elder and Disabled Benefit Specialist position at Human Services. K. Cauley provided information regarding the difficulty to recruit and retain non-benefited part-time positions, as is demonstrated by the two vacancies being requested to be eliminated. Also, turnover doesn't provide the consistency needed for these consumers. **Motion by M. Wineke, second by J. Mode, to recommend a resolution to eliminate the part-time Disabled Benefit Specialist, the part-time ADRC Specialist, and the part-time Elder Benefit Specialist positions and create a full-time Elder and Disabled Benefit Specialist position at Human Services.** Motion carried 4:0.
10. Discussion and assigning future agenda items on Task Force assignments. T. Palm reviewed the items the Task Force requested HR Committee/Departments to, including reviewing Human Resources policy and operations in classification and compensation, Enterprise Resources Planning software technology options, professional development and training opportunities, recruitment and retention strategies and succession planning strategies. This was an update, understanding there will be a new committee member(s) at the next meeting. J. Braughler indicated that recruitment and retention strategies and succession planning strategies were important to begin development, which includes bonus pay.

11. Discussion and possible action to amend the County's HIPAA Notice of Privacy Practices.  
Recommendation was made to revise the policy, not the ordinance which would require Board action, to change the Privacy Officer to the Human Resources Benefits Administrator rather than naming a specific person. **Motion by J. Mode, second by G. Dave, to approve revising the HIPAA Notice of Privacy Practices to designate the *position* of Human Resources Benefits Administrator as the Privacy Officer.** Motion carried 4:0.
12. **Motion by J. Mode, second by G. David, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin State Statutes 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the County with respect to litigation regarding an Equal Employment Opportunity claim in which it is or is likely to become involved.** Roll call: Mode, "aye"; Braughler, "aye"; Wineke, "aye"; David, "aye". Moved into closed session at 8:25am.  
  
*Note: The Human Resources Committee serves as the Civil Service Committee for review of discipline. T. Palm and B. Ward remained present for closed session.*
13. **Motion by J. Mode, second by G. David, to reconvene into open session for consideration and possible action regarding items discussed in closed session.** Roll call: Mode, "aye"; Braughler, "aye"; Wineke, "aye"; David, "aye". Reconvened into open session at 8:40am.
  - a) **Motion by J. Mode, second by G. David, to approve the discipline as recommended by the Sheriff.** Motion carried 4:0.
  - b) No action concerning consultation with legal counsel regarding potential litigation.
14. Review of Human Resources Department monthly Financial Reports from December, 2015. T. Palm indicated there were no significant changes from the February meeting. Will be under budget.
15. Report from Human Resources Director. The Human Resources January and February, 2016 monthly reports were included, as well as the 18 vacancy requests and 0 emergency help request. There were four Highway workers and a Registered Dietician hired above minimum step and/or benefits and one Behavioral Health Specialist awarded additional steps upon achieving licensure. There was one reclassification request and one extended leave of absence request.
16. **Next Meeting date and agenda items:** Regular scheduled meeting set for **Tuesday, April 19, 2016 @ 8:30am.** Agenda to include consideration of non-classified pay rates for 2017 and review of Human Resources Committee items from the Task Force.
17. Adjournment: **Motion by J. Mode, second by G. David to adjourn.** Motion Carried 4:0.  
Meeting adjourned at 8:50a.m.