

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 9, 2016 @ 8:00am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Vice Chair, Jim Mode, at 8:00 am.
2. Roll Call: Present: Jim Mode, Michael Wineke, and Lloyd Zastrow. Excused: Jim Braughler and Greg David. Others present: Kathi Cauley, Genevieve Coady, Barb Frank, Brian Lamers, Terri Palm, Duane Scott, Jim Schroeder.
3. Certification of compliance with the Open Meetings Law: Confirmed by T. Palm, Human Resources Director.
4. Review of Agenda: Move item 9, reclassification consideration, to after Communications.
5. Citizen Comment: None.
6. Approval of the May 4, 2016 minutes. **Due to lack of quorum on this item, issue considered at next meeting.**
7. Communications: None.
8. Discussion and possible action to implement the reclassification results for the Economic Development Director prior to January 1, per Personnel Ordinance HR0210B, Amendment and Maintenance of the Classification Plan. T. Palm provided an explanation to the ordinance and why this reclassification needs Board approval. G. Coady further provided an explanation of the immediate need to implement the reclassification due to the necessary recruitment. **Motion by J. Mode, second by L. Zastrow, to recommend to County Board the reclassification of the Economic Development Director effective June 26, 2016, prior to the standard January 1 date.** Motion carried 3:0.
9. Discussion and possible action to create a full-time Comprehensive Community Services (CCS) Facilitator/Transition Specialist position at Human Services. K. Cauley provided information on the Project YES Project through the SAMHSA grant and the need to assist youth and young adults with Mental Health Issue, housing issues and substance abuse issues. Further discussed possibility of earning Medicaid revenue, so no county revenue needed. **Motion by M. Wineke, second by L. Zastrow, to recommend to County Board the creation of one full-time CCS/Transition Specialist position at Human Services.** Motion carried 3:0.
10. **Motion by M. Wineke, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline, serving as the Civil Service Grievance Committee.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:20am.
Note: Also present: D. Scott, Jail Captain and T. Palm, Human Resources Director
 - a) **Motion by M. Wineke, second by L. Zastrow, to approve the disciplinary action as recommended by the Sheriff.** Motion carried 3:0.
11. **Motion by L. Zastrow, second by J. Mode, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 8:26am.
12. Review of April, 2016 Human Resources Monthly Financial Report. T. Palm reviewed any line items exceeding 33% and explained that the majority is due to purchases being allocated 100% and no further expenditures are expected in 2016. However, committee was informed that the Position Classification line item will be over due to an unanticipated number of reclassification and new position requests. The Flexible Spending line item is slightly higher than the YTD budget and will be monitored. The Recruitment Related line item is also higher than the YTD budget, due mainly to a significant, unanticipated increase in the cost to complete education checks.
13. Report from Human Resources Director. The Human Resources May 2016 monthly report was included, as well as 4 vacancy requests and 2 emergency help requests. There were no new leave of absence approvals to report. There were 7 new or current employees who received additional steps and/or benefits.
14. Adjournment: **Motion by L. Zastrow, second by J. Mode, to adjourn.** Motion Carried 3:0. Meeting adjourned at 8:40a.m.