

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 20, 2016 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:30 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Wineke, and Greg David. Absent: Lloyd Zastrow. Others present: Kim Eggers, Karen Mundt, Casey Radtke, Jim Schroeder, Blair Ward and Benjamin Wehmeier.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of Minutes. **Motion by M. Wineke, second by G. David, to approve the June 21, 2016 minutes.**
Minutes approved 4:0.
7. Communications: Revised draft of Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time was distributed.
8. Retiree Recognitions: One retiree from July – September, 2016, was presented to Committee and will be recognized at County Board in October.
9. Presentation on LEAN Continuous Improvement Project: Human Resources staff gave a short presentation on the Recruitment Efficiencies and Onboarding LEAN (continuous improvement) project. Presentation identified the how the problem was identified, goals or desired outcomes, and solutions working towards those outcomes.
No action taken.
10. Discussion and possible action to amend Personnel Ordinance HR0360 Hours of Work, Overtime, and Compensatory Time to allow for mid-year pay-out of accumulated compensatory time: B. Wehmeier provided background and issues surrounding the current policy of only allowing payout of compensatory time with the pay period including November 30. There are instances when it may be beneficial for employees and the County to pay out compensatory time at other times during the year. Examples include positions that receive funding for a specific time frame and wouldn't cover the November 30 payouts and staffing levels/departmental projects won't permit the employee taking the time off and a payout earlier in the year can be better accounted for in the budget. **Motion by J. Mode, second by G. David, to recommend an amendment to Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, to allow for pay-out of accumulated compensatory time throughout the year.** Motion carried 4:0.
11. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families: The Committee reviewed Resolution 2004-50, continuing the County's contribution towards health, dental and life insurance for up to 18 months for families of employees on active duty. **No action taken to amend Resolution 2004-50.** Ordinance to be reviewed annually in 2017.
12. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty: The Committee reviewed Resolution 2004-51, continuing to count military leave as actual hours worked for vacation accrual purposes. **No action taken to amend Resolution 2004-51.** Ordinance to be reviewed annually in 2017.
13. Review of June and July, 2016, Monthly Financial Reports-Human Resources and Safety: K. Mundt reviewed that both divisions are on track. Most line items above the allocated percentage is due to a purchase in the beginning of the year and no further expense should occur. FSA overage is due to administrative costs but within the overall budget.

14. Report form Human Resources Director: K. Mundt reviewed the July and August monthly accomplishments and goals, 7 vacancy requests approved, 1 vacancy request denied, 2 emergency help requests, 2 leave of absence approvals and 4 employees provided additional steps/ benefits. B. Wehmeier addressed a question about bonus eligibility for the GHDP CEO/JCEDC Executive Director position. Additional questions about the types of open records requests will be addressed at future meeting.
15. Set next meeting date and agenda items: Next meeting scheduled for Tuesday, October 18, 2016 at 8:30am. Agenda items to be determined.
16. Presentation on Fire Safety Awareness: K. Eggers, Safety Coordinator, provided a 12-minute video discussing Fire Safety and explained that all employees will be afforded the opportunity to participate in this training. **No action taken.**
17. Demonstration and Training on the Use of a Fire Extinguisher (held in the Courtyard on the west side of the Courthouse): K. Eggers provided the Committee a demonstration on the use of a fire extinguisher, using the recently purchased Fire Extinguisher simulator. Committee members were provided the opportunity to participate in the demonstration and were informed that all county employees will be afforded the opportunity to participate in this training. **No action taken.**
18. Adjournment: **Motion by J. Mode, second by G. David, to adjourn.** Motion Carried 40. Meeting adjourned at 9:40 a.m.