

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
December 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 8:32 am.
2. Roll Call: Present: Jim Braughler, Jim Mode, Michael Wineke, and Lloyd Zastrow. Greg David at 8:35 am. Others present: Barb Frank, Jerry Haferman, Brian Lamers, Terri Palm, 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: Barb Frank discussed concern of the number of reclassifications
6. Approval of Minutes. **Motion by J. Mode, second by M. Wineke, to approve the November 15, 2016 minutes.** Minutes approved 4:0.
7. Communications: Revised draft of Ordinance HR0645, Holidays, was distributed.
8. Discussion and possible action to re-title the Business Relations/Marketing Manager in Economic development. Discussion that the position was created in 2016 with the recommended job title of Business Relations/Marketing Manager. In September, 2016, a new Director was hired and recommends a new title of Marketing Manager, to better reflect the actual duties of the position. **Motion by L. Zastrow, second by J. Mode, to amend the County's Classification listing and re-title the Business Relations/Marketing Manager position in Economic Development to Marketing Manager.** Motion carried 5:0.
9. Discussion and possible action to recommend the reclassification of an Accountant I position at Human Services. Discussion that the individual holding the Accountant I position applied for and was awarded another position that was newly created for the 2017 budget. There are certain duties the individual is currently performing in the Accountant I (Grade 6) position that will be performed in the new position, and therefore will not be a requirement of the Accountant I position. As the position is vacant, the Human Services Director, Human Resources Director and County Administrator are requesting a reclassification to the Accounting Specialist II (Grade 5) position. **Motion by M.Wineke, second by B. David, to recommend to County Board the reclassification of an Accountant I position at Human Services to a Accounting Specialist II position at Human Services.** Motion carried 5:0.
10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services. Discussion that the incumbent has provided the County notice of retirement. Concerns about recruiting in the current market and comparables of other counties prompted the Human Services Director to review the job description, note changes since the position was last evaluated and request a reclassification prior to hiring. Comments regarding inequity, and how other staff may perceive the request, was also discussed. **Human Resources Committee requests that the item be placed on the January 2017 Committee Meeting agenda to allow the Human Services Director to provide additional information.**
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services. Discussion that the incumbent works very closely with Dr. Haggart, Psychologist, and if the position would need to be filled, it would need to be filled with a LPN. The incumbent is able to perform the duties due to her years of experience. **Human Resources Committee requests that the item be placed on the January 2017 Committee Meeting agenda to allow the Human Services Director to provide additional information.**
12. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0645, Holidays, to extend the 10 floating holidays to the Jail Food Services Supervisor position. Discussion that positions that are required to work 365 days/year are granted 10 floating holidays instead of the typical designated holidays. The Food Services Supervisor at the Sheriff's Office also is needed 365 days/year but was not included in the ordinance. **Motion by M. Wineke, second by G. David, to recommend to County Board amendment to**

Personnel Ordinance HR0645, Holidays, to grant the Food Services Supervisor in the Sheriff's Office 10 floating holidays. Motion carried 5:0.

13. **Motion by G. David, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee disciplines.** *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.* David, Aye; Zastrow, Aye; Braugher, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 8:57 am.

Note: Also present for matters under Section 19.85 (1)(e): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.

Present for matters under Section 19.85 (1)(c): J. Haferman, Patrol Captain; T. Palm, Human Resources Director; B. Ward, Corporation Counsel, and B. Wehmeier, County Administrator.

14. **Motion by J. Mode, second by G. David, to reconvene into open session.** Zastrow, Aye; Mode, Aye; Wineke, Aye. Moved into open session at 9:13am.

a) **Motion by M. Wineke, second by J. Mode, to approve the detective disciplinary action as recommended by the Sheriff.** Motion carried 5:0.

b) **Motion by G. David, second by M. Wineke, to approve the deputy disciplinary action as recommended by the Sheriff.** Motion carried 5:0.

15. Review of the October, 2016 Monthly Financial Report for Human Resources and Safety. No notable changes. However, it was discussed that even though the department is under budget at this time, overall, there are three items impacting this. First, the money budgeted for negotiations, although not all payments have been made, will be under budget and not utilized. Second, outstanding payments will be made to both the Employee recognition and the Professional Development accounts.

16. Report from Human Resources Director. The November monthly accomplishments and goals was unintentionally omitted from the packet and will be discussed at the January meeting. Seven vacant positions, 2 Emergency Help requests and one leave of absence approvals were reported. Two employees received 3 steps due to achieving their licensure at Human Services and 15 of 18 Masters' degree, licensed Social Workers received a bonus up to \$2000, based on meeting specific criteria. This money was budgeted as a retention tool in 2016 and again in 2017.

17. Set next meeting date and agenda items: Next meeting scheduled was changed from Tuesday, January 17, to Monday, January 23, 2017 at 8:30am. Agenda items to include items 10 and 11 regarding reclassification requests, the November monthly report, and Taskforce items.

18. Adjournment: **Motion by G. David, second by J. Mode, to adjourn.** Motion Carried 5:0. Meeting adjourned at 9:37am.