

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 18, 2017 @ 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 (Chair), Jim Mode (Vice Chair), Michael Wineke, and Lloyd Zastrow (Secretary). Excused: Greg David. Others present: Mark DeVries (Finance Director); Karen Mundt (Benefits Administrator at 9:15am), Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel) and Benjamin Wehmeier (County Administrator).
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 J. Mode, to approve the June 20, 2017 minutes, as presented. Motion carried 4:0.**
7. Communications: None.
8. Discussion and possible action to recommend the creation of a pool of part-time Drug-Task Force Deputy positions at the Sheriff's Department. T. Palm explained that the Sheriff is recommending the creation of part-time sworn deputies to assist the Drug Task Force and the growing problem in Jefferson County. Ideal candidates would be retired officers or part-time officers in another agency. **Motion by L. Zastrow, second by J. Mode, to strike the specific Drug Task Force agencies listed and recommend the resolution as amended to County Board for the approval to create a pool of part-time Drug Task Force Deputy positions at the Sheriff's Department. Motion carried 4:0.**
9. Discussion and possible action to amend Personnel Ordinance, HR0110, Definitions of Terms, to consider adding "Intern," "Job Shadowing," "Volunteer," and "Job Sharing," as well as any amendments to any other definition that may no longer be current. T. Palm explained that this is on the agenda following the ordinance amendment at the July 2017 County Board meeting which created the ability for Job Sharing. B. Ward indicated he liked having definitions and all in one place. T. Palm expressed concern of having it defined in two locations. As changes are made in the ordinance, it's easy to not make the amendment in all areas which creates inconsistencies in our own ordinance. J. Braughler noted that it made sense to add to the Definition section anything that may not be in a section/ordinance title which can easily be found in the Table of Contents or a word search. B. Wehmeier informed the committee that staff is currently looking at policies that need to be reviewed and created, including the Personnel Ordinance. Recommended changes may be coming forthright regarding the structure of policies. Committee directed staff to review entire ordinance for other changes that may need to be made, rather than making a change at every meeting. Also, staff should consider a procedure in determining when a definition should be included in the definitions section and possible find any best practices in this. **No action taken.**
10. Update and discussion on the Wisconsin Public Employers Group Health Insurance Program and other health insurance options. Committee was informed that the County is meeting with another county and other local municipalities who are interested in exploring forming a consortium for a health

insurance program. The group will be meeting on August 16, 2017, with M3 who has been assisting the group. At this meeting, the County should be provided rates for 2018 should we want or need to switch from the State Plan. There are still unanswered questions regarding the State plan and local governments and the county feels it is necessary to continue to explore other options and be prepared. **Information only. No action taken.**

11. May, 2017, Monthly Financial Reports for Human Resources and Safety. Nothing unusual for either Human Resources or Safety to note.
12. Report from Human Resources Director. T. Palm covered the June, 2017, monthly accomplishments and goals; the vacant position and emergency help requests; leave of absence approvals; and employees provided additional steps or benefits. Detailed report is available online or by request.
13. **Motion by L. Zastrow, second by M. Wineke, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(g), conference with legal counsel concerning strategy with respect to litigation concerning worker's compensation, duty disability and/or disability discrimination claims.** Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:16am.
Note: K. Mundt, T. Palm-Kostroski, B. Ward and B. Wehmeier also present.
14. **Motion by J. Mode, second by L. Zastrow, to reconvene into open session.** Motion carried 4:0. Reconvened into open session at 9:32am. No action regarding closed session items taken.
15. Set next meeting date and agenda items: Next meeting is *re-scheduled* for August 23, 2017 at 8:30am. Agenda item to include update on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options.
16. Adjournment: **Motion by J. Mode, second by L. Zastrow to adjourn. Motion Carried 4:0.** Meeting adjourned at 9:35am.