

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 23, 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: 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 July 18, 2017 minutes, as presented. Motion carried 4:0.**
7. Communications: ETF "Important 2018 Health Plan Changes" article.
8. Discussion and possible action to recommend a resolution to eliminate a full-time, vacant, Community Services Wraparound Coordinator and create a full-time Community Support Program Professional I/II position at Human Services. **Motion by J. Mode second by M. Wineke, to recommend to County Board eliminating a vacant, full-time Community Services Wraparound Coordinator and creating a full time Community Support Program Professional I/II position at Human Services. Motion carried 4:0.**
9. Update and discussion of organizational changes in the MIS Department. B. Wehmeier described the current department staffing structure and the reorganizational goals following the IT Manager Director's retirement. This most likely will include the creation of a MIS Director to manage both the programming and technology side of MIS. This also will take into consideration duties as it relates to the ever-changing technology such as the increased number of equipment and servers, the 'cloud', and security. Within the next month, B. Wehmeier would like to have a final decision made with the probability that it would be changed through the 2018 budget process. **Information only. No action taken.**
10. Update and discussion on the County's current Flexible Spending Account and possible action to recommend a Flexible Spending Account Third Party Administrator for 2018. T. Palm provided the Committee a review of the county's current FSA provider and a desire to receive updated providers. M3 assisted Jefferson and Dodge County with a joint RFP, as well as being posted on the Jefferson County's website. Although there were a number of responses, M3 narrowed down the responses and provided a summary of 6 vendors. Although T. Palm is leaning towards a vendor to make a recommendation, there is still the question of education to employees and completing references. T. Palm anticipates making a recommendation at the next HR Committee meeting. **Information only. No action taken.**
11. Update and discussion on the Wisconsin Public Employers Group Health Insurance Program and other health insurance options. B. Wehmeier provided the committee a quick reminder of how and why this process began, including uncertainty with the State plan and forming a consortium with other counties

and cities, and eventually including Dodge County. M3 was asked for proposals with an apple-to-apple comparison, including a low deductible plan that would have the least amount of disruption for employees. The potential consortium met with M3 last week to discuss a summary of findings that resulted in only Quartz (formerly Unity) submitting a proposal. The County would like to offer the option of a high deductible plan, which rates have not been established for yet. The proposal includes a rate cap for 3 years. Yesterday, ETF released an article of six health plans leaving the state health program and the member impact. The impact of this for Jefferson County won't be known until rates and plan design information is released, tentatively scheduled for September 1, 2017. **Information only. No action taken.**

12. **Motion by L. Zastrow, second by J. Mode, to convene into closed session pursuant to Wisconsin State Statutes, section 19.85(1)(c), considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** Zastrow, Aye; Braughler, Aye; Mode, Aye; Wineke, Aye. Moved into closed session at 9:19am. The Committee convened in closed session to receive information and discuss the retirement of a county employee.

Note: T. Palm-Kostroski, B. Ward and B. Wehmeier also present.

13. **Motion by J. Mode, second by M. Wineke, to reconvene into open session.** Motion carried 4:0. Reconvened into open session at 9:40am. **Motion by M. Wineke, second by J. Mode, to ratify the retirement agreement discussed in closed session.** Motion carried 4:0.
14. **June, 2017, Monthly Financial Reports for Human Resources and Safety.** Note that wages account will be over, however T. Palm believes the HR Department will still be within overall budget due to negotiations/professional services not as high or extensive than anticipated due to settlements.
15. **Review of Human Resources and Safety requested 2018 budget.** Requested budgets for 2018 for both Human Resources and Safety were reviewed. **Information only. No action taken.**
16. **Report from Human Resources Director.** T. Palm covered the July, 2017, monthly accomplishments and goals; the vacant position and emergency help requests; leave of absence approvals; employees provided additional steps or benefits and position filled at a lesser number of hours than budgeted. Detailed report is available online or by request.
17. **Set next meeting date and agenda items:** Next meeting is *tentatively scheduled* for Friday, September 15, 2017, jointly with Finance Committee. Agenda item to include update on the Wisconsin Public Employers' Group Health Insurance Program and other health insurance options. Next regularly scheduled meeting is on Tuesday, September 19, 2017, at 8:30am, to include recommendation for FSA Administrator and report from Highway Commissioner.
18. **Adjournment: Motion by L. Zastrow, second by J. Mode, to adjourn. Motion Carried 4:0.** Meeting adjourned at 10:18am.