

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 17, 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), and Michael Wineke. Absent: Greg David and Lloyd Zastrow (Secretary). Others present: Kathi Cauley (Human Services Director), Stacey Jensen (Child Support Agency Director), 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 September 19, 2017, Minutes. **Motion by M. Wineke, second by J. Mode, to approve the September 19, 2017 minutes, as presented. Motion carried 3:0. NOTE: Not Joint meeting as noted.**
7. Communications: Handouts, including a revised draft resolution for creating two full-time Juvenile Justice Worker positions and eliminating two full-time Community Outreach Worker positions and a resolution creating two full-time Enforcement Specialist I/II positions and eliminating two vacant, full-time Legal Assistant positions.
8. Discussion and possible consideration to eliminate two Community Outreach Workers, full-time, and create two Juvenile Justice Workers, full-time, at the Human Services Department. K. Cauley discussed being successful in obtaining the Youth Justice Innovation Grant for \$250,000, which will support creating professional positions that can bill for services to help sustain the positions, with a goal to increase the number of youth who reside in a family setting and reduce the number of out-of-home placements. **Motion by J. Mode, second by M. Wineke, to recommend to County Board the creation of two full-time Juvenile Justice Worker positions and the elimination of two full-time, Community Outreach Worker positions at Human Services. Motion carried 3:0.**
9. Discussion and possible consideration to eliminate two vacant, full-time Legal Assistant positions and create two full-time Child Support Enforcement Specialist I/II positions in the Child Support Agency. S. Jensen, CSA Director, explained that the office was mandated to file documents through e-filing which has significantly changed the duties within the office. Due to this, S. Jensen was requesting to eliminate two Legal Assistant positions and create two Enforcement Specialist positions in June, 2018. However, with the vacancy of two Legal Assistant positions, S. Jensen is making the request to be effective immediately. **Motion by M. Wineke, second by J. Mode, to recommend to County Board the elimination of two vacant, full-time Legal Assistant positions and the creation of two full-time Child Support Enforcement Specialist I/II positions in the Child Support Agency. Motion carried 3:0.**
10. August, 2017, Monthly Financial Reports for Human Resources and Safety. No significant changes from the prior month.
11. Report from Human Resources Director. T. Palm covered the September 2017, monthly accomplishments and goals; the vacant position and emergency help requests; and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.
12. Set next meeting date and agenda items: Next meeting is rescheduled for Tuesday, November 28, 2017 at 8:00am. Possibly include interviews with finalists for a Classification and Compensation study.
13. Adjournment: **Motion by M. Wineke, second by J. Mode, to adjourn. Motion Carried 3:0.** Meeting adjourned at 8:53am.