

HUMAN RESOURCES COMMITTEE MEETING MINUTES

January 16, 2018 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Human Resources Committee Vice Chair, Jim Mode, at 8:30 a.m.
2. Roll Call: Present: Greg David, Jim Mode (Vice Chair), Michael Wineke and Lloyd Zastrow (Secretary). Excused: Jim Braughler (Chair). Others present: Karen Mundt (Benefits Administrator) Blair Ward (Corporation Counsel), Benjamin Wehmeier (County Administrator) Carla Robinson (Clerk of Courts) Joe Nehmer (Parks Director) Kevin Wieseman (Parks Supervisor), Sheriff Paul Milbrath and Barb Frank (County Clerk).
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
Item 12 was removed from the agenda.
5. Public Comment
None
6. Approval of December 6, 2017, Human Resources Committee Minutes
Motion by Wineke , second by Zastrow, to approve the Human Resources December 6, 2017 minutes as presented. (Ayes-All) Motion carried.
7. Communications
None
8. Retirements
A list of upcoming retirements was provided for review. These retirees will be recognized at the February County Board meeting. No action taken.
9. Establish salaries for the 4-year term, from 2019-2022, for the positions of Clerk of Courts an.
A copy of a previous resolution for the committee to review. An internal survey was conducted by HR staff to find comparable salaries for the Clerk of Courts and Sheriff salaries. The average for the Clerk of Court was \$64,257 and \$85,012 for the Sheriff.
Motion by Mode; second by Zastrow, to accept the resolution and forward it to the County Board for their consideration. (Ayes-All) Motion carried.
10. Discussion and possible action to eliminate one vacant, full-time Construction and Maintenance Lead Worker position, to create one full-time, Building and Grounds Maintenance Worker II position, and to increase the hours of the part-time (9-month) Building and Grounds Maintenance Worker II position to a full-time Building and Grounds Maintenance Worker II position at the Parks Department
A draft of the resolution was provided for review. Nehmer reviewed the reasons for the position change.
Motion by Mode; second by Wineke to accept the resolution and forward it to the County Board for their consideration (Ayes-All) Motion carried.
11. Update, discussion and possible action regarding the 2018 Classification and Compensation Study
Mundt gave an update on the Classification and Compensation Study and reviewed the future timeline.
A list of cost of living salary comparables was provided for review. Wehmeier explained the information on the

report. There will be both public and private sector data considered. No action taken.

12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), for considering dismissal, demotion, licensing or discipline of a public employee

The committee did not convene in closed session.

13. Report from Human Resources Director

- a. December, 2017, monthly accomplishments and goals
- b. Vacant position requests
- c. Emergency Help requests
- d. Leave of Absence requests
- e. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
- f. Compensatory, Vacation and Holiday carryover and forfeiture amounts

Mundt covered the December 2017, monthly accomplishments and goals; the vacant position and emergency help requests; a Leave of Absence denial, and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.

14. Set next meeting date and agenda items

February 20, 2018 at 8:30 a.m. Future agenda items: Update

15. Adjournment **Motion by Zastrow, second by David, to adjourn. (Ayes-All) Motion Carried. Meeting adjourned at 8:55 a.m.**