

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

July 24, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:32 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Laura Payne; Michael Wineke, Vice Chair. **Quorum established.** Others present: Scott Henderson, Intern; Staci Hoffman, Register of Deeds; Cindy Hamre-Incha, Chief Deputy Clerk of Courts; Alex Mortensen, Administrative Intern; Terri Palm-Kostroski, Human Resources Director; 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 July 2, 2018, Human Resources Committee Minutes. **Motion by L. Payne, second by G. Patrick, to approve the Human Resources Committee July 2, 2018 minutes as presented. Motion carried 5:0.**
7. Update and discussion regarding the 2018 Employee Classification and Compensation Study. T. Palm reported that the Reconsideration Request (Appeals) process have started. Employees were provided the recommended grade and classification listing and given two-weeks to submit a Reconsideration Request to Human Resources. The requests, along with the original questionnaire, was independently rated by T. Palm based on seven factors. If there was a notable differences (2 or more points), these requests will be forwarded on. Those that had less or no difference were invited to meet and review their request and provide additional information/examples. These will be finished up today with a re-review of the factors, taking into consideration the information discussed in meetings. If reconsiderations are not recommended to forward, department heads will be notified, along with the employee, of the reason(s) why. If the employee AND the department head disagree with the reasons behind the determination not to forward, a request can be made to the County Administrator to overturn the HR Director recommendation. The Final report, complete with the reconsiderations, was expected by August 3, 2018, but may be delayed a few days as they have not yet received the requests. **Discussion only, no action taken.**
8. Update, discussion and possible action regarding employer-sponsored health insurance options. T. Palm reported what has transpired since the Committee met on July 2. Human Resources' staff provided 8 sessions for employees and spouses to attend that reviewed the same information that was presented to Human Resources Committee on July 2. This includes a review of the bids/quotes received and what/why Administration believes the State Health Rates will increase significantly next year. Also covered was that we are exploring options, but if everything holds accurate, and Committees and Board support a change, and a consortium is formed, making a change to the health plan will allow for a 2 – 2.5% COLA increase. Also presented was H.S.A. 101 for employees. We understand one of the biggest concerns will be employees who have been seeing a specialist in the UW System and may need to change. We are prepared to start assisting these individuals as soon as a final decision is made, at least 3-months prior to an effective date of change. The next step will be to initiate employee meetings in 3-4 weeks to discuss H.S.A.s more in depth. Committee comments - M. Wineke: not an expert, but the fact have so much interest from municipalities, do support looking at alternatives and that those looking really have best interest of employees and county in mind. G. Patrick: Agree. School district moved to an H.S.A with a lot of concern at first. But two years later, no complaints. The education Jefferson County has done and has planned is helpful. L. Payne: Agree that looking at consortium is an excellent idea. Expect that county staff will be there to help employees navigate through the changes and making

choices if a change is adopted.

- a. **Motion by G. Patrick, second by L. Payne, to recommend to the Executive Committee an Intergovernmental Agreement to Authorize a Consortium for Joint Purchasing of Employer Benefits. Motion carried 5:0.**

9. **Motion by L. Payne, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b) for dismissal, demotion licensing or discipline of any public employee to consider approval of the Sheriff's recommendation of employee discipline.** Roll call: M. Wineke, Aye; L. Payne, Aye; J. Braughler, Aye; K. Lund, Aye; G. Patrick, Aye. Moved into closed session 9:05 a.m.

*Note: For the purpose of the closed session, the Committee will be acting under the Civil Service Grievance Committee. Also present: Sheriff Paul Milbrath, Chief Deputy Jeff Parker, A. Mortensen, S. Henderson, T. Palm-Kostroski and B. Wehmeier.*

10. **Motion G. Patrick, second by K. Lund, to reconvene into open session. Motion carried 5:0. Reconvened into open session at 9:21a.m.**
11. Review of June, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. Any significant variance was due actual expenses not being counted against the existing encumbrance or purchase order. Finance is aware and will make necessary adjustments to apply expenses to the purchase order. **Discussion only, no action taken.**
12. Report from Human Resources Director. T. Palm reviewed the June, 2018, monthly accomplishments and goals, focusing on primarily the classification/compensation study, the health insurance meetings and staff consumed with ERP implementation. There were 8 positions that were posted and 2 emergency help (one in Safety and the other in Central Services). There were no leave of absence requests and one employee received two additional steps for obtaining licensure required for billing of services at Human Services. **Discussion only, no action taken.**
13. Set next meeting date and agenda items: Tuesday, August 21, 2018 at 8:30 a.m. and tentatively a joint Finance/HR meeting on Friday, September 7, 2018 to address possible health insurance and classification/compensation approvals.
14. Adjournment **Motion by M. Wineke, second by G. Patrick, to adjourn. Motion Carried 5:0. Meeting adjourned at 9:40 a.m.**