

HUMAN RESOURCES COMMITTEE MEETING MINUTES

October 16, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Michael Wineke, Vice Chair. Excused: Laura Payne. **Quorum established.** Others staff present: Barbara Frank, County Clerk; Karen Mundt, Benefits Specialist; Jeffrey Parker, Chief Deputy; Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Public present: Terry Gard.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: Address #10, discussion and possible action to amend Personnel Ordinance, after #14, Discussion and possible action to implement a Health Reimbursement Account.
5. Public Comment: Terry Gard spoke on Retiree Health Insurance eligibility issues.
6. Communications: None.
7. Approval of September 7, 2018, Joint Executive, Finance and Human Resources Committee Minutes. **Motion by M. Wineke, second by K. Lund, to approve the Joint Executive, Finance and Human Resources Committee September 7, 2018 minutes as presented. Motion passed 4:0.**
8. Discussion on policy considerations regarding retiree Health Insurance eligibility issues. T. Palm and K. Mundt discussed continuing coverage for retirees who are on the State plan as of 12/31/18.
9. **Motion by M. Wineke, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial or tenure for a university faculty member, and the taking of formal action on any such matter," for the purpose of discussing a Stipulation and Order imposing discipline on two employees of the Sheriff's Office.** Roll call: M. Wineke, Aye; J. Braughler, Aye; K. Lund, Aye; G. Patrick, Aye. Moved into closed session 8:50 a.m.

Note: For the purpose of the closed session, the Committee will be acting under the Civil Service Grievance Committee. Also present: Chief Deputy Jeff Parker, T. Palm-Kostroski, B. Ward and B. Wehmeier.

10. **Motion K. Lund, second by G. Patrick, to reconvene into open session. Motion passed 4:0. Reconvened into open session at 9:04a.m.**

Motion by M. Wineke, second by K. Lund, to approve the two disciplines as recommended by the Sheriff, contingent on the deputies signing the disposition as presented within 10 calendar days. Motion passed 4:0.

11. Discussion on policy considerations regarding active employee Health Insurance eligibility issues. T. Palm and K. Mundt discussed remaining with the 2018 State Health Plan rules and current ordinance language, including but not limited to non-coverage for domestic partners, coverage for spouses both working at the County, coverage and premium contribution for part-time employees, and 'buy out' for employees not taking county health insurance.

12. Discussion on policy considerations regarding Health Saving Account eligibility. Discussion regarding contribution by County will be made in full on 1/2/19 and quarterly thereafter for new hires and in future years, allowing employees to change their contribution on a quarterly basis, and if H.S.A contribution is considered income for the purpose of establishing wages for elected officials.
13. Discussion and possible action to implement a Health Reimbursement Account (HRA) for active employees. **Motion by K. Lund, second by G. Patrick, to send a resolution to County Board recommending to offer a Health Reimbursement Account for employees who are not eligible for the H.S.A. due to enrollment in Medicare, Medicaid or TriCare. Motion carried 4:0.**
14. Discussion on policy considerations regarding Health Reimbursement Arrangement eligibility issues. Discussion that this would be a new program, already budgeted, and only available to employees enrolled in a High Deductible Health Plan but ineligible for the H.S.A. due to enrollment in Medicare, Medicaid or TriCare.
15. Discussion and possible action to amend sections HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the State Health Insurance Plan. **Motion by M. Wineke, second by G. Patrick, to recommend to amend sections HR0120, Differences For Sworn, Non-represented Law Enforcement Employees; HR0265, Part-time Employment; HR0461 Military Leave Procedure; and HR0640, Health Insurance of the Personnel Ordinance to eliminate reference to the State Health Insurance Plan and include the new benefits of a H.S.A. and HRA in voluntary benefits. Motion passed 4:0.**
16. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families.
17. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty. **Motion by M. Wineke, second by K. Lund, to not amend Resolution 2004-50 or 2004-51 and review in one year. Motion carried 4:0.**
18. Review of September, 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. Classifications are over budget due to more new positions evaluated than anticipated. Finance is aware and will make necessary adjustments to apply expenses to the purchase order. **Discussion only, no action taken.**
19. Report from Human Resources Director. T. Palm reviewed the August and September, 2018, monthly accomplishments and goals, focusing on primarily the classification/compensation study, the health insurance meetings and staff consumed with ERP implementation. There were 0 positions that were posted and 2 emergency help (one in Fair Park and the other in Central Services). There was 1 leave of absence request and one employee received two additional steps for obtaining licensure required for billing of services at Human Services. **Discussion only, no action taken.**
20. Set next meeting date and agenda items: Tuesday, November 20, 2018 at 8:30 a.m. to address possible Memorandum of Understanding to the LAW contract agreement.
21. Adjournment **Motion by G. Patrick, second by K. Lund, to adjourn. Motion Passed 4:0. Meeting adjourned at 9:51a.m.**