

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

December 18, 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; Gregory Patrick, Secretary; Michael Wineke, Vice Chair, Laura Payne. Excused: Kirk Lund; **Quorum established.** Others staff present: Tina Gleisner-Hotter, Deputy Court Clerk III; Cindy Hamre-Incha, Clerk of Court-Elect; Diane Nelson, Public Health Nurse Manager; 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. Communications: Review of three retirements from October – December, 2018. Also provided: revised draft resolutions for Reorganizing the Clerk of Courts Office and Jail Nursing staffing in the Jail and a handout of Clerk of Court Office staffing in other counties.
7. Approval of November 20, 2018, Human Resources Committee Minutes. **Motion by second by G. Patrick, second by L. Payne, to approve the Human Resources Committee November 20, 2018 minutes as presented. Motion passed 4:0.**
8. Discussion and possible action regarding position allocation changes for Health department Jail staffing, including consideration of the creation of a full-time Jail Public Health Nurse, an increase of hours to full-time for the Jail Nursing Supervisor and unfunding the Jail Nursing Supervisor position and consideration of contracting for services. D. Nelson, T. Palm and B. Wehmeier discussed the two recent vacancies, leaving one full-time and one weekend position for jail coverage, as well as recruitment challenges, particularly for a supervisor position in the jail-setting. Recommendation to increase hours to the part-time position and start with a RN instead of RN supervisor. Without a supervisor, supervision will be completed by Public Health Nurse Manager and Jail management. **Motion by G. Patrick, second by M. Wineke, to recommend the revised draft resolution as presented to County Board, creating a full-time Jail Public Health Nurse position, eliminating a part-time Jail Public Health Nurse Supervisor position and creating and unfunding a full-time Jail Public Health Nurse Supervisor position in the Jail. Motion passed 4:0.**
9. Discussion and possible action regarding proposed organizational restructuring in the Clerk of Courts Office. B. Wehmeier explained that the incoming Clerk of Court, Cindy Hamre-Incha, has reviewed current structure and looked at Carla and her own strength and weaknesses. With that, believes need someone to oversee Finance and someone to oversee court operations when the Clerk of Court is out of the building. Believe the change will reduce overtime by spreading the work over more people. Looking at structure of other counties, there has been movement to focus on the finance impact of the Clerk of Court. Next year there will be a court-overhaul by going from court-specific case load to a general case load. The Court Coordinator will assist over the next couple of years of cross-training and scheduling in four or five courts at once. Believes new structure will compliment her own strengths and weaknesses. **Motion by L. Payne, second by G. Patrick, to recommend the revised draft to County Board, replacing reference of “Chief Operating Officer” and “Chief Finance Officer” with a more appropriate title, Reorganizing of the Clerk of Courts Office. Motion passed 4:0.**

10. Discussion and possible action to accept grant funding from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program and to create one limited-term, full-time Mobility Manager position in the Human Services Department. T. Palm-Kostroski and B. Wehmeier explained this is a one-year grant, which may or may not be renewed each year. Also, starting up this program is very intensive in the first couple of years, but may not require full-time after a county-wide transportation program is established. We know there is an issue in our county, this position would help determine why and how to resolve issues. **Motion by M. Wineke, second by L. Payne, to recommend the draft resolution as presented to County Board, accepting grant funding through the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program and creating a limited term, full-time Mobility Manager position at the Human Services Department. Motion by L. Payne, second by M. Wineke, to amend the draft resolution to change Limited-term employee to Project employee. Motion passed 4:0 to amend resolution. Motion passed 4:0 to approve the amended resolution.**
11. Discussion and possible action to amend Personnel Ordinance HR0110, Definition of Terms(l), "Limited term employee". **Motion to L. Payne, second G. Patrick, to approve draft resolution. Motion by G. Patrick, second by M. Wineke to add "and Project Employee" where stated "Limited Term Employee/LTE". Motion passed 4:0 to amend ordinance as stated. Motion passed 4:0 to amend draft ordinance. Motion passed 4:0 to approve the amended ordinance.**
12. Review of November, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
13. Report from Human Resources Director. T. Palm reviewed the November, 2018, monthly accomplishments and goals. There were 14 vacant positions authorized to recruit for, 0 emergency help request approved, 0 leave of absence request and bonuses provided to 24 employees and one employee received a 2-step increase after obtaining licensure. **Discussion only, no action taken.**
14. Set next meeting date and agenda items: Tuesday, January 21, 2019 at 8:30 a.m, to include discussion of Personnel Ordinance addressing "Project Employee".
15. Adjournment **Motion by L. Payne, second by G. Patrick, to adjourn. Motion Passed 4:0. Meeting adjourned at 10:20 a.m.**