

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
February 19, 2008
1:00pm, Room 112

1. Call to Order. Meeting called to order at 1:03p.m. by R. Laudenslager.
2. Roll Call. Present were, R. Laudenslager, J. Maurer, J. Nelson and S. Schmeling, with S. Nass in attendance at 1:18pm. Quorum established. Also Present: G. Petre, T. Palm, D. Ehlinger, B. Frank, P. Ristow, C. Robinson, G. Scott, P. Sumpter.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Approval of the Agenda. Motion by S. Schmeling, second by J. Maurer, to approve revised agenda. Motion carried.
5. Citizen Comments. None
6. Approve January 15, 2008 Minutes. Motion by J. Maurer, second by J. Nelson, to approve the January 15, 2008 minutes as printed. Motion carried.
7. Clerk of Courts Request. Motion by R. Laudenslager, second by S. Schmeling, to table the request to eliminate a full-time Court Clerk II and create a full time Lead Deputy Clerk until March Committee meeting. Motion carried.
8. Discussion of administrative audit items referred by Administration and Rules/ICC Committee. G. Petre, County Administrator, provided an update on the timeline to realign accounting and financial functions under the direction of the County Administrator. Employees are working together for a 1/1/09 effective date as job responsibilities, physical location, etc. are being reviewed. T. Palm, Human Resources Director, provided an update on the progress in testing software to allow streamlining and automation of timekeeping, as well as a new process to get department input in the recruitment and advertising as appropriate. Motion carried.
9. Motion by S. Nass, second by J. Maurer, to recommend to County Board a salary increase for the constitutional elected officials of County Clerk, Register of Deeds and Treasurer of 2.5% for 2009, 2.5% for 2010, 2.0% for 2011 and 2.0% for 2012. Motion carried.
10. Motion by J. Maurer, second by S. Nass, to recommend to County Board an ordinance change amending the definition of terms in the Personnel Ordinance to reflect the current practice of classifying returning positions that work a designated number of months in a year and at least 1040 hours annually, as part-time and eligible for half-time or more benefits. Motion carried.

11. No action taken to review Personnel Ordinance HR0210 and possible action amending the reclassification process.
12. Motion by S. Nass, second by J. Maurer, to recommend to County Board an ordinance change amending HR0690, Vacation With Pay, which would grant the County Administrator or designee the authority to extend the expiration date for use of carryover vacation. Motion carried.
13. Written report from Human Resources Director provided, discussing emergency help requests in the Clerk of Courts, positions authorized to fill, an update of WPS settlement with Aurora to continue in-network through 2008, and plans for employee appreciation in Highway and Sheriff's department.
14. Next meeting date set for February 29, 2008 @ 12:30pm for possible disciplinary hearing and regular scheduled meeting form March 18, 2008 at 1:00pm.
15. Motion by S. Schmeling, second by R. Laudenslager, to move into closed session pursuant to Section 19.85 (1)(b), consideration of employee discipline, 19.85(1)(e), update and consideration of union negotiations and 19.85 (1)(f), review of individual's medical history and leave of absence request. All present responding "aye". Moved into closed session at 2:15pm.

Motion by S. Nass, second by S. Schmeling, to approve the 1-day, unpaid suspension, as recommended by the Sheriff. Motion carried.
16. Motion by S. Nass, second by J. Maurer, to reconvene into open session for consideration and possible action regarding items discussed in closed session. All present responding "aye". Moved into open session at 2:45pm.
 - a. Motion by S. Nass, second by R. Laudenslager, to grant extension of the leave of absence request through September 2, 2008, following past practice of not holding the employee's position, but to allow the employee to return to the next available position which she is qualified for. Motion carried.
17. Motion by S. Nass, second by S. Shmeling, to adjourn. Meeting adjourned at 2:50 pm.

Human Resources Committee Secretary

Date