

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 5, 2008 @ 10:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 10:35a.m. by S. Schmeling.
2. Roll Call. Present were S. Schmeling, J. Braughler, J. Nelson, L. Zastrow and C. Knox. Quorum established. Also Present: T. Palm, G. Scott, P. Sumpter, T. Schleiwiler, g. Petre, K. Stapleton, P. Ristow and two members of the public.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by T. Palm.
4. Review of Agenda. Reserve right to re-order agenda items as needed.
5. Citizen Comments. None
6. Motion by C. Knox, second by J. Braughler, to approve the June 17, 2008, minutes as printed. Motion carried.
7. Motion by L. Zastrow, second by J. Braughler, to recommend a resolution to approve the creation of two part-time, non-benefited, File Clerk positions, and hold one full-time File Clerk position vacant in Human Services. Motion carried.
8. Motion by L. Zastrow, second by J. Nelson, to recommend a resolution to authorize the County Administrator to enter into amendments to the current AFSCME labor contracts to adjust the wage scale and rates for registered nurses, as well as authorize hiring rates up to Step 8 for experienced nurses. Motion carried.
9. Motion by J. Nelson, second by L. Zastrow, to convene into closed session pursuant to Section 19.85(1)(b), consideration of employee discipline and section 19.85 (1)(f), consideration of employee(s) specific medical history as it relates to a leave of absence request(s). All present responding "Aye" and convened into closed session at 11:01 a.m.

Motion by C. Knox, second by L. Zastrow, to approve the Sheriff's recommendation of a 10-day unpaid discipline. Motion carried with a vote of 4 to 1 (J. Nelson).
10. Motion by J. Braughler, second by J. Nelson, to reconvene into open session. All present responding "Aye".
 - a. Motion by S. Schmeling, second by J. Braughler, to ratify the 1-year leave of absence already approved through September 2, 2008, in Case #1 for a R.N. at the Health Department, and not extend it further. Motion carried.
 - b. Motion by S. Schmeling, second by L. Zastrow, to grant an extension of the leave of absence for Case #2, a C.N.A. at Countryside, from August 13 through September 16, to provide the employee time to get paperwork completed and returned from the physician to the HR department, no later than September 9,

2008. This is with the understanding that it is not holding the position for her.
Motion carried.

- c. Motion by S. Schmeling, second by C. Knox, to approve extension of the leave of absence in Case #3, a C.N.A. at Countryside, for up to a total of one year, or through January 23, 2009, understanding this is not holding her position for her.
Motion carried.

11. Motion by C. Knox, second by J. Nelson, to recommend a resolution approving WPS to manage run-out claims processing in 2009 and 2010, set forth at a fee of 5 months administrative charges for 2009 and a rate of \$22 per claim charge in 2010. Motion carried.

12. Motion by J. Nelson, second by L. Zastrow, to recommend a resolution to switch to the Traditional HMO with Classic Standard Plan in the Wisconsin Public Employers' Group Health Insurance Plan for all eligible employees effective January 1, 2009. Motion carried.

13. Motion by L. Zastrow, second by J. Braughler, to recommend a resolution to create a full-time Administrative/Elections Clerk position in the County Clerk's Office. Motion carried.

14. Report from Human Resources including three emergency help requests approved, 15 requests to fill vacancies, information on an upcoming Employee benefit Fair in October, and wages and benefits offered to the Fair Director candidate.

15. Action deferred on Item #9 on agenda, review and possible amendments of Personnel Ordinances HR0240, HR0250, HR0360, HR0410 and HR0505.

16. Next meeting date scheduled for September 16, 2008 at 8:30a.m., to include deferred item of Personnel Ordinance changes.

17. Motion by C. Knox, second by J. Nelson, to adjourn. Meeting adjourned at 1:00p.m.

Human Resources Committee Secretary

Date