

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
May 20, 2014 @ 8:30am
Jefferson County Courthouse, Room 112**

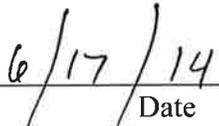
1. Meeting called to order at 8:30am by J. Braughler.
2. Present: J. Braughler, P. Babcock, J. Mode, M Wineke at 8:32am. Excused: G. David. Quorum established. Others Present: B. Wehmeier, T. Palm, P. Ristow, J. Schroeder, B. Block, K. Cauley, B. Frank, G. Koeppel, D. Hummel, J. Kottwitz.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Election of Chair. J. Mode nominated and motioned J. Braughler for Chair, second by P. Babcock. Motion carried 4:0. Election of Vice Chair. P. Babcock nominated and motioned for J. Mode for Vice Chair, second by J. Braughler. Motion carried 4:0. Election of Secretary. J. Mode nominated and motioned G. David for Secretary, second by P. Babcock. Motion carried 4:0.
5. Agenda reviewed with no changes.
6. Citizen Comments. County Board Chair, J. Schroeder, wished the committee well during the next term, understanding the challenges they face. B. Block from Highway spoke on wages of Lead Workers and Equipment Operators, indicating compression with Highway Workers and requested to have Equipment Operators moved from Grade 4, step 11 to Grade 5, step 7.
7. Motion by J Mode, second by P Babcock to approve April 15, 2014 minutes. Motion carried 4:0.
8. Communications. Email from Supervisor David was read, indicating his regrets of not being able to attend the meeting. The written request to create a Comprehensive Community Services Supervisor in Human Services was distributed.
9. Review of HR Report. (provided in packet)
 - a. Monthly accomplishments and goals
 - b. Review of the Human Resources Committee's authority (Personnel Ordinance HR0145)
 - c. Listing of popular Human Resources (HR) acronyms
 - d. Seventeen Vacant position and 2 emergency help requests
 - e. Nine Reclassification requests affecting 23 employees
 - f. One new hires starting above minimum
10. Review of Monthly Financial Report. Explanations for two line items that were over budget for Year-to-Date included an advertising package that was pre-paid for the year as well as a \$10,000 payment for labor negotiation consultant for the month of January. There should be little if any further expense in 2014 for labor negotiations.
11. Motion by M. Wineke, second by P. Babcock, to recommend to County Board a resolution to eliminate a full-time, vacant Comprehensive Community Services (CCS) Facilitator and create a full-time, CCS Supervisor position. Motion carried 4:0.
12. Review of pay compression analysis between sworn positions at the Sheriff's Department. A review was provide to the committee regarding the history of pay increases and WRS/Health contributions since 2010 as

the result of union negotiations, Board action and the pay plan study, and the effect on all county employees. It was noted that a compression analysis was in the process of being conducted by a consultant, and the analysis with a recommendation would be available by the June committee meeting.

13. Review of pay compression between Highway Lead workers and Highway/Equipment Operators. History was provided on the pay plan for highway workers prior to the compensation/classification study and the placement after the study and the appeal process. Committee requested staff to do compression analysis and report back at a future meeting.
14. Consideration of wages and benefits for sworn, non-represented staff of Sergeants, Captains, and Chief Deputy. No action taken, pending compression analysis review.
15. Consideration of wages for Highway Lead Workers. No action taken, pending compression analysis review.
16. Discussion of Personnel Ordinance HR0340, Application of Pay Plan to Positions. Committee requested staff to draft ordinance language amending HR0340 to allow exception to the general rule of pay progression and report back at future meeting.
17. Consideration of amendment to the Jefferson County's Affirmative Action and Equal Employment Opportunity Policy. Motion by J. Mode, second by M. Wineke, to amend the County's AA/EEO policy with updated information and provide Committee final draft at next meeting. Motion carried 4:0.
18. Motion by J. Mode, second by P. Babcock, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request. All present responding "Aye", 4:0. Moved into closed session at 9:51am. Note: also present were T. Palm, P. Ristow, B. Wehmeier.
19. Motion by P. Babcock, second by J. Mode, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 10:05a.m.
 - a. Motion by J. Mode, second by P. Babcock, to approve the leave of absence request through May 27, 2014 as requested and will reconsider an extension providing the additional written request and proper medical documentation is provided timely. Motion carried 4:0.
20. The 2014-2015 Human Resources Committee meeting schedule will remain the third Tuesday of the month at 8:30am. Next meeting set for June 17, 2014 at 8:30am to include potential items of reclass language for elected officials, uniform allowance language, classification of interpreters and other possible positions, consideration of voluntary benefit changes/additions, review of highway lead and sergeant compression issues and review of heavy equipment differential at Highway.
21. Motion by P. Babcock, second by J. Mode, to adjourn. Meeting adjourned at 10:10am.



Human Resources Committee Secretary



Date