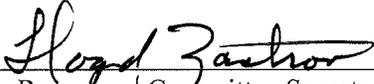


**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 21, 2009 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:33am by S. Schmeling.
2. Roll Call. Members present: C. Knox, J. Nelson, S. Schmeling and L. Zastrow. Members excused: J. Braugher. Quorum established. Also Present: T. Palm, B. Frank, P. Ristow
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by T. Palm.
4. Review of Agenda. Reviewed with no changes.
5. Citizen Comments. None.
6. Approval of June 16, 2009 minutes. Motion by J. Nelson, second by L. Zastrow, to approve the June 16, 2009 minutes as printed. Motion carried.
7. A presentation from Dan McCrea and Michael Phelps from United Way of Jefferson and North Walworth Counties. Background of United Way was provided, including the mission and five focus areas. Also, discussion of how non-for-profits become partners with United Way to receive services.
8. Consideration of payroll deduction for United Way. No action taken. Request for additional information.
9. Motion by C. Knox, second by J. Nelson, to recommend to County Board an amendment to Personnel Ordinance HR0250, Exempt Service, updating the current list of exempt County positions. Motion carried.
10. Information provided by the Human Resources Director regarding practice and policy of documenting timesheets as identified in the 2008 audit by Clifton Gunderson LLP. Hourly employee's timesheets are all approved by department heads and should satisfy the requirements. A policy will be developed on monitoring timekeeping practices of exempt employees and brought back to committee at a future date as an informational item.
11. Report from Human Resources Director on establishing compensation and benefits for County employees, and a comparison of benchmark positions in both comparable counties and the Janesville market, as derived from BLS (Bureau of labor statistics).
12. Next meeting scheduled for Tuesday, August 18, 2009 @ 8:30am. Agenda to include consideration of policy on using company time/resources for lobbying purposes, Compensation and Benefit discussion to address further questions, an update on United Way in other government agencies, and the state budget impact on health costs.
13. Motion by J. Nelson, second by L. Zastrow, to adjourn. Meeting adjourned at 11:07a.m.



Human Resources Committee Secretary

8-26-09
Date