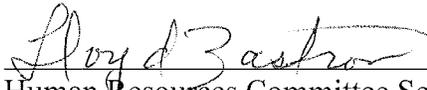


**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
February 3, 2009 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by S. Schmeling.
2. Roll Call. Present were S. Schmeling, J. Braughler, L. Zastrow, and C. Knox. Excused was J. Nelson. Quorum established. Also Present: P. Milbrath, T. Palm, G. Petre, P. Ristow, E. Ronk.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Reviewed with approval to address the Sheriff's and Countryside's issues (Items #12 and #13) after approval of minutes.
5. Citizen Comments. None
6. Motion by C. Knox, second by J. Braughler, to approve the December 16, 2008, minutes as printed. Motion carried.
7. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board approving an exception to the Personnel Ordinance allowing Holiday benefits to a one-year LTE Communications Operator, contingent on a non-precedential agreement from the union and acceptance from the employee. Motion carried.
8. Motion by C. Knox, second by L. Zastrow, to recommend a resolution to County Board approving an exception to the Personnel Ordinance to provide an option of vacation payout to staff Registered Nurses, Licensed Practical Nurses, Medication Aides, Certified Nursing Assistants and Resident Care Workers, with more than 2 weeks of accrued vacation, contingent on a non-precedential agreement with the applicable unions and a sunset of December 31, 2009. Motion carried.
9. Motion by L. Zastrow, second by J. Braughler, to recommend a resolution to County Board to eliminate the State 4-H intern and create a County 4-H intern at UW-Extension. Motion carried. Note: \$9,000 is in the 2009 budget for an intern position. Therefore, no fiscal impact.
10. Motion by J. Braughler, second by L. Zastrow, to approve an ordinance change to County Board amending HR0325, which would establish a policy defining interim and acting positions, as well as compensation provided to said positions, as amended changing a month to 30 calendar days. Motion carried.
11. Motion by J. Braughler, second by C. Knox, to approve an ordinance change to County Board amending HR0250, updating exempt positions in County service, and HR0360, updating exempt positions eligible for random hours. Motion carried.

12. Review of Personnel Ordinance HR0430, Family Medical Leave Act Policy. Amendments currently being reviewed by specialized attorney. Item to be addressed when final version is prepared.
13. Motion by C. Knox, second by J. Braughler, to approve an ordinance change to County Board amending HR0450 to comply with health insurance requirements available to employees on a leave of absence, as required by the State Health Insurance Plan. Motion carried.
14. Discussion of providing recognition to employees retiring from Jefferson County Service. G. Petre suggested providing a resolution to County Board recognizing retirees and their years of service on a quarterly basis, as well as certificates to the retirees.
15. Report from Human Resources Director. Written summary of Vacant positions, emergency help requests, Human Resources Acronym listing and vacation carryover from 2008 to 2009 provided.
16. Report to committee from P. Ristow, Corporation Counsel, regarding the bargaining process in the public sector and how it relates to some of the issues surrounding Jefferson County.
17. Future meeting schedule to remain every third Tuesday of the month at 8:30am, unless otherwise called. Next meeting scheduled for February 17, if needed, and March 17 @ 8:30am. Future agenda items to include: Military leave benefits, non-represented compensation and benefits for 2010, FMLA policy update, a report on the layoffs and bumping in 2008 and how the filling of vacant positions is being reviewed.
18. Motion by C. Knox, second by L. Zastrow, to adjourn. Meeting adjourned at 11:00am.



Human Resources Committee Secretary

3-17-09

Date