

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 16, 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 J. Braughler, C. Knox, J. Nelson, S. Schmeling and L. Zastrow. Quorum established. Also Present: G. Petre, T. Palm, S. Wesemann, D. Ehlinger, S. Hoffman, B. Frank, K. Cauley and P. Ristow.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Reviewed with no changes.
5. Citizen Comments. None.
6. Approval of May 19, 2009 minutes. Motion by L. Zastrow, second by J. Nelson, to approve the May 19, 2009 minutes as printed. Motion carried.
7. Motion by S. Schmeling, second by J. Nelson, to approve presenting certificates of recognition for years or service to recent retirees on behalf of the County Board. Motion carried.
8. Discussion of repealing Personnel Ordinance HR0250 and various sections of HR0400 policies and procedures, creating said sections as personnel policies in a manual and providing the Human Resources Committee the authority to amend said manual policies. In addition HR0420 and HR0465 would be renumbered within the Personnel Ordinance. Additional discussion considered that the Computer, Internet and Phone policy be referenced in the Ordinance, but the entire policy is located in the policy manual, discussion of leaving the Unpaid Leave Policy in the ordinance and that the Vacation Donation policy could possibly be moved into the policy manual. The HR Committee requested that staff draft both sets of policies and procedures, both in Ordinance and Manual formats, including a review and recommendation of placement for the Computer, Internet and Phone policy, the Unpaid Leave policy and the Vacation Donation policy.
9. Motion by C. Knox, second by J. Braughler, to recommend to County Board an amendment to HR0240, Establishing Positions, to clarify the ability to fill a vacant position with less hours than budgeted. Motion carried.
10. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board to eliminate a full-time Accountant position at Human Services and create a full-time Advanced Accountant position to be allocated equally between Human Services and the Finance function under Administration. Motion carried.
11. Report on Establishing Compensation and Benefit Levels at the County tabled.

12. Report from Human Resourced Director reviewing Emergency Help requests, the status of vacant position requests, the summary of 2010 new position and reclassification requests, and update on the Human Resources annual report, and an update on the Workforce Investment Act for the Youth Program were reviewed.
13. Next meeting set for July 21, 2009 at 8:30am. Agenda to include: a short presentation from United Way in Fort Atkinson and Watertown, report on compensation and benefit levels at the County; possible review of draft of revised Ordinances and policy manual, and discussion of union negotiations.
14. Motion by S. Schmeling, second by L. Zastrow, to move into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(e) to discuss and consider union negotiations. All present responding "aye." Moved into closed session at 9:43am.
15. Motion by C. Knox, second by S. Schmeling, to reconvene into open session. All present responding "aye". Reconvened into open session at 10:21am.
16. No Action taken regarding wages and benefits for non-represented employees in 2010.
17. Motion by C. Knox, second by S. Schmeling, to adjourn. Meeting adjourned at 10:42am.



Human Resources Committee Secretary

7-21-09
Date