

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 18, 2010 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.
2. Roll Call. Present were J. Braughler, M. Delaney, C. Peterson, and L. Zastrow. Excused, D. Schultz. Quorum established. Also Present: T. Palm, G. Petre, J. Molinaro, P. Ristow, D. Ehlinger, and William (Bill) Bracken from Davis and Kuelthau.
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 at this time.
5. Citizen Comments. None.
6. Approval of minutes. Motion by C. Peterson, second by L. Zastrow, to approve the August 17, 2010 minutes, as corrected showing C. Knox present. Motion carried.
7. Review of Employee Retirement Recognitions as presented at October Board of Supervisor meeting. Request to have list of retirees provided in Board Packet.
8. Introduction to Tonia Mindemann, Human Resources Associate. Tonia gave her background of her professional experience for the committee.
9. Review of resolution 2004-50, health insurance coverage for family members on active military leave. Motion by L. Zastrow, second to M. Delaney, to not recommend any amendment to resolution 2004-50.
10. Discussion of Computer, Internet and Telephone policy, referred by Infrastructure Committee, specifically reimbursement of phone bill. Issues raised: a) Is it worth time invested by employee reviewing bill for the minimum amount reimbursed, b) Public perception of not reimbursing and c) Tax implication. Consensus that the policy "buys" the County insurance for the chance that there should be a public, IRS, or employee performance issue and outweighs the "cost" of time spent reviewing the phone bills. No action taken to revise the policy, but recommend to try to streamline or quicken the process of review (i.e., sort by phone number), review the policy again with department heads (i.e. encourage use of cell phone) and report Human Resources Committee decision to Infrastructure Committee.
11. Report from the Human Resources Director, including 7 vacant position requests, 4 emergency help requests, and summary of recommended personnel changes in the 2011 budget.

12. Motion by J. Braugher, second by M. Delany, to move into closed session item pursuant to Wisconsin State Statutes, Sections 19.85 (1)(e), update and consideration of union negotiations, and 19.85 (1)(b), consideration of employee discipline. All members present responding "Aye". Moved into closed session at 8:55am.
 - a. Motion by L. Zastrow, second by M. Delany, to approve the Sheriff's recommendation of one-day suspension for discipline. Motion carried.
13. Motion by C. Peterson, second by L. Zastrow, to move into open session. All members present responding "Aye". In open session at 10:05am.
14. Next meeting scheduled for November 16, 2010 at 8:30am, to include closed session discussing union negotiations and possible policy or ordinance regarding on-call/call-in pay.
15. Motion by J. Braugher, second by C. Peterson, to adjourn. Meeting adjourned at 10:09am.



Human Resources Committee Secretary

11-16-10

Date