

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
April 13, 2010 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Schmeling.
2. Roll Call. Present were J. Braughler, C. Knox, J. Nelson and L. Zastrow, S. Schmeling. Quorum established. Also Present: T. Palm, K. Cauley, P. Ristow, P. Theder, B. Dehnert, G. Scott, C. Dempsey, and G. Petre.
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. P. Theder, Coroner, discussed coroner wages and health insurance, advocating for Scenario 5 presented at last meeting, which would bring Coroner wages the first year in line with comparable counties. Also discussed paying health insurance 100%.
6. Approval of minutes. Motion by L. Zastrow, second by J. Braughler, to approve the March 16, 2010 minutes. Motion carried.
7. Motion by C. Knox, second by J. Braughler, to approve a recommendation to County Board to recognize three retirees from Jefferson County for the period of January – March, 2010. Motion carried.
8. Motion by L. Zastrow, second by J. Nelson, to recommend a resolution to County Board to eliminate the full-time vacant Office Manager position and create a full-time Public Health Nurse Program Manager position at the Health Department. Motion carried.
9. Motion by C. Knox, second by L. Zastrow, to recommend a resolution to County Board to eliminate the full-time vacant Vocational Rehab Specialist position and create a full-time Community Support Program Professional II position at Human Services, pending approval of the Human Services Board. Motion carried.
10. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board supporting SB-430 allowing municipal employers to change health care coverage plan providers. Motion carried.
11. Action deferred to a future meeting to address the creation of a part-time, 19-hour/week, Enforcement Specialist position in the Child Support Agency.
12. Discussion that policy guidelines regarding bring children into the workplace should include that it is at department head discretion and that it should have a learning objective

of relevant job shadowing, and that the County does not participate in “Bring your Child to Work day” if it doesn’t meet these guidelines. Motion by L. Zastrow, second by J. Braughler, to have staff draft a policy addressing bring children to work and bring back at future meeting for review. Motion carried.

13. Discussion that the topic of offering Domestic Partnership coverage is a proper topic for bargaining and this is not mandated, as it is for the State Health Plan. Motion by C. Knox, second by J. Braughler, to affirm the County’s current practice and not offer group dental insurance to domestic partnerships. Motion carried.
14. Motion by C. Knox, second by L. Zastrow, to approve an addendum to a Memo of Understanding regarding the sick payout and severance package at Countryside. The addendum will allow individuals requesting to make a status change to waive a specified portion of the benefits outlined in the original MOU and Resolution 2009-77, with the final approval of the status change by the County Administrator. Motion carried.
15. Motion by C. Knox, second by L. Zastrow, to recommend to County Board an ordinance change to HR0140, Equal Opportunity, to include protection of Genetic Information. Motion carried.
16. Issue regarding amendment to the Affirmative Action and Equal Employment Opportunity Policy deferred to a future meeting.
17. Status report on the sale of Countryside was provided, updating the committee that weekly conference calls with Alden are still occurring and that the County will be setting up a Rapid Response Team visit in the near future.
18. Motion by C. Knox, second by L. Zastrow, to convene into closed session pursuant to Wisconsin State Statutes, Sections 19.85 (1)(b) and 19.85 (1)(e), consideration of employee discipline and update and consideration of union negotiations, respectively. All members present responded “Aye”. Convened into closed session at 10:01am.

Motion by C. Knox, second by J. Braughler, to approve the Sheriff’s recommendation of an employee discipline. Motion carried.
19. Motion by J. Braughler, second by L. Zastrow, to reconvene into open session. All members present responded “Aye”. Reconvened into open session at 10:29am.
20. Action deferred for future meeting, if needed, to consider policy for health insurance eligibility based upon date of employee’s termination or change of status.
21. Report from Human Resources Director reviewed five vacancy requests, two emergency help requests, and a Legislative law update specifically concerning Human Resources or employment law issues.

22. Next meeting date tentatively set for May 17, 2010 @ 8:30am. Agenda items to include review of draft policy concerning bringing children into the workplace, consideration of a part-time Enforcement Specialist in the Child Support Agency, and consideration to amend the Affirmative Action and Equal Employment Opportunity Policy.

23. Motion by J. Nelson, second by C. Knox, to adjourn. Meeting adjourned at 10:35am.



Human Resources Committee Secretary

5-4-10

Date