

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
January 18, 2011 @ 8:30am  
Jefferson County Courthouse, Room 112**

- .. Call to Order. Meeting called to order at 8:30am by J. Braugher.
2. Roll Call. Present were J. Braugher, M. Delany, C. Peterson and L. Zastrow. Absent: D. Schultz. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, 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 at this time.
5. Citizen Comments. None.
6. Approval of minutes. Motion by L. Zastrow, second by M. Delany, to approve the December 20, 2010 minutes. Motion carried.
7. Review of Retirement Recognitions. One retirement occurred from October – December, 2010, that will be taken to County Board in February.
8. Motion by M. Delany, second by C. Peterson, to recommend to County Board amendments to HR0250, Exempt Service, HR0445, ID Badge Policy and HR0450, Leave of Absence without Pay, removing any reference to Countryside Home. Motion carried.
9. Motion by L. Zastrow, second by M. Delany, to recommend to County Board an amendment to HR0250, Exempt Service, to update the listing of exempt positions. Motion carried.
10. Motion by L. Zastrow, second by M. Delany, to recommend to County Board amendments to HR0430, Family Medical Leave Act, HR0490, Voluntary Vacation Donation and HR0680, Sick Leave with Pay, to comply with GINA regulations when requesting medical information. Motion carried.
11. Motion by M. Delany, second by C. Peterson, to recommend to County Board an amendment to HR0465, Nepotism, to clarify the policy also applies when a supervisory relationship of an immediate family member develops between current employees. Motion carried.
12. Discussion of applying holiday time to nonrepresented (hourly and exempt) when the employee works either on the holiday or extra hours in the work week which a holiday falls. Staff will bring a recommended draft of changes to applicable ordinances at future meeting.
13. Motion by C. Peterson, second by M. Delany, to move into closed session item pursuant to Wisconsin State Statues Section 19.85 (1)(e), update and consideration of union negotiations. All members present responding "Aye". Moved into closed session at 8:50am.
14. Motion by L. Zastrow, second by C. Peterson, to reconvene into open session. All members present responding "Aye". Moved into open session at 9:30am.
15. Next meeting scheduled for Tuesday, February 15, 2011 at 8:30am, to include closed session discussing union negotiations and review of the Holiday pay policy.
16. Motion by L. Zastrow, second by C. Peterson, to adjourn. Meeting adjourned at 9:31am.

  
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Human Resources Committee Secretary

2-14-11  
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Date