

HUMAN RESOURCES COMMITTEE
MEETING MINUTES

~~February 21, 2012 @ 8:30am~~ March 6, 2012 @ 10:30am
Jefferson County Courthouse, Room 112

1. Call to Order. Meeting called to order at 10:30am by J. Braughler.
2. Roll Call. Present: J. Braughler, D. Schultz and L. Zastrow. Quorum established. Absent/Excused: M. Delany, C. Peterson. Also Present: T. Palm, J. Molinaro, J. Garity, B. Block, C. Zentner, P. Ristow, G. Scott, D. Nelson.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by T. Palm.
4. Review of Agenda. Address item #9 following Communications.
5. Citizen Comments. J. Garity, Highway, inquired if employee bulletins are allowed/exist and if so, what can be posted on them. Item to be placed on a future agenda.
6. Approval of minutes. Motion by D. Schultz, second by L. Zastrow, to approve the February 21, 2012 minutes, as presented. Motion carried 3:0.
7. Communications. None.
8. Motion by D. Schultz, second by L. Zastrow to recommend a resolution to County Board creating one part-time Public Health Technician for the jail. Motion carried 3:0.
9. Human Resources Committee duties reviewed with language from P. Ristow, Corporation Counsel, following direction from February 2012 County Board meeting. No additional changes recommended and amended rules as presented to be forwarded to County Board in March.
10. Personnel Ordinance HR0220(E) and HR0270(C) addresses hiring an applicant with less than the required qualifications. The County is currently attempting a third recruitment effort for an Advanced Accountant position requiring a C.P.A. K. Cauley, Human Services Director, in concurrence with T. Palm, recommend hiring a candidate with a Bachelors and relevant experience if still unable to recruit a successful CPA candidate. Motion by L. Zastrow, second by D. Schultz, to approve filling the Advanced Fund Accountant position at Human Services at a Fund Accountant position level. Motion carried 3:0.
11. Discussion regarding HR0520, Grievance Procedure, regarding the issue of the HR Committee's involvement/participation of an appeal of a grievance before it may be heard before the full County Board, both on merit and non-merit issues. Request that the HR Director prepare two policies to review, the first incorporating the Committee in the steps of the appeal process in the Grievance procedure, and the other omitting the Committee from the grievance process.

Break from 11:37am – 11:44am.

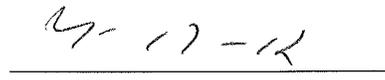
12. Motion by D. Schultz, second by L. Zastrow, to approve and recommend the two personnel ordinance drafts to County Board. Request by J. Braughler to split the question. Motion by D. Schultz, second by L. Zastrow, to amend the motion to approve the personnel ordinance deleting the reference from Employment-at-will from the Grievance procedure and creating a progressive discipline procedure and recommend to County Board. J. Braughler agreed with the progressive discipline policy but not the employment at will issue. Motion carried 2:1 (J. Braughler). Motion by D. Schultz, second by J. Braughler to approve the personnel ordinance beginning with amendments to section HR0110, addressing

changes contrary to current practice and/or changes in recent State and/or Federal Law, and recommend to County Board. Motion carried 3:0.

13. Next meeting scheduled at 8:30am on Tuesday, March 20, 2012 to include discussion on an emplc bulletin board/solicitation policy, consideration of the HR Committee's involvement in the grievance procedure, review of the remaining sections of the Personnel Ordinance, and review of the draft of an amendment of the Civil Service Ordinance as recommended by the Committee.
14. Motion by D. Schultz, second by L. Zastrow, to adjourn. Meeting adjourned at 12:14pm.



Human Resources Committee Secretary



Date