

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 5, 2012 @ 8:00am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:00am by J. Braugher.
2. Roll Call. Present: J. Braugher, G. David, P. Rogers, J. Schroeder and D. Schultz. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, B. Block, P. Ristow.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Election of Chair. P. Rogers nominated J. Braugher for Chair, second by D. Schultz. Motion by D. Schultz, second by G. David to unanimously close nominations and elect J. Braugher as Chair. Motion carried 5:0. Election of Vice Chair. P. Rogers nominated D. Schultz as Vice Chair, second by G. David. Motion by P. Rogers, second by G. David, to close nominations and elect D. Shultz as Vice Chair. Motion carried 5:0. Election of Secretary. D. Schultz nominated P. Rogers as secretary, second by G. David. Motion by D. Schultz, second by G. David, to close nominations and elect P. Rogers as Secretary. Motion carried 5:0.
5. Review of Agenda. No changes noted on the agenda.
6. Citizen Comments. B. Block, Highway Worker, addressed the committee regarding the reason for a study for a wage analysis at the County. He also inquired why the interviews were in closed session and if he would be able to remain in the room at that time.
7. Approval of minutes. Motion by J. Braugher, second by J. Schroeder, to approve the April 17, 2012 minutes, as presented. Motion carried 4:0, 1 abstain (G. David).
8. Communications. The open records request for Employee Compensation Data from the Gannett Wisconsin Media Investigative Team was presented, informing the committee that the request would be complied with by June 15 and all employees would be given advanced warning of the request.
9. Motion by D. Schultz, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), discussion and consideration of contract competitiveness and negotiations. All members present responding "Aye". Moved into closed session at 8:15am.
Note: Purpose of closed session is to individually review and interview three firms for a classification and compensation study and ensure each firm presents and responds independent of other firm's replies. Also in closed session during the interviews and discussions were J. Molinaro, T. Palm, G. Petre, P. Ristow, B. Block
 - a. 8:30am. Meeting with Carlson Dettmann Associates. In addition to one of the team members present, a conference call was set up with Charlie Carlson.
 - b. 9:00am. Skype meeting with TL Cox from The Waters Consulting Group, Inc.
 - c. 9:30am. Skype meeting with Matt Weatherly from Public Sector Personnel consultants
10. Motion by D. Schultz, second by P. Rogers, to reconvene into open session. Reconvened into open session at 10:21am.

Break from 10:21am – 10:29am.

11. Discussion the Carlson Dettmann Associates is local and has an understanding of the political environment in Wisconsin; however, outside state vendors would bring a perspective through new eyes. Concern with

the workload Carlson Dettmann currently has and ability to meet the 16-week deadline. Also, inquiry if Carlson Dettmann would include a one-year maintenance agreement. Motion by D. Schultz, second by P. Rogers, to recommend to Board hiring Carlson Dettmann Associates to conduct a county-wide classification and compensation study (excluding represented law enforcement), not to exceed \$60,000, without returning item to Human Resources Committee. Motion carried 5:0.

12. Draft of Human Resources 2011 Annual Report presented.
13. Second quarter retirements (2012) presented and will be forwarded to Board in July.
14. Motion by J. Schroeder, second by G. David, to recommend to County Board early implementation of three reclassifications (WIC Project Nutritionist, Systems Analyst and Assistant Superintendent as recommended by the County Administrator. Motion carried 5:0.
15. Motion by D. Schultz, second by P. Rogers, to recommend to County Board the repeal and recreation of the Civil Service Ordinance, specifically addressing the hiring procedure for the Chief Deputy position. Motion carried 5:0.
16. Discussion of inconsistencies between dental and health insurance coverage for dependents, based on age. Item will be placed on future agenda to be consistent when possible.
17. G. Petre presented information that the 2012 budget contains money for approximately a 2 % COLA for all employees, excluding protective service. He recommends considering a 2% increase, but not building it on the base due to uncertainty of future years. Motion by P. Rogers, second by D. Schultz. To recommend a 2% increase to employees in the classification pay system, including terminated employees but excluding protective service employees, based on actual earnings paid in 2012. Furthermore, the payment will be in a lump sum format, distributed mid year for earnings in the first half of the year and in December for earnings in the second half of the year. Motion carried, 5:0.

Dick Schultz excused at 11:10am.

18. Discussion of a personnel ordinance addressing the use of company time or resources for political activity. Item will be placed on next agenda.
19. Report from HR Director presented regarding vacancies and emergency help requests for the first quarter of 2012, reclassification requests in 2012, new position requests for the 2013 budget and new hires starting above minimum, including a Public Health Nurse, the Deputy Veterans Service Officer, and the Human Services Fund Accountant.
20. Committee reviewed the 2012-2013 meeting schedule and noted items to be placed on the next agenda as indicated in the minutes.
21. Motion by G. David, second by J. Schroeder, to adjourn. Meeting adjourned at 11:30am.



Human Resources Committee Secretary

6-19-12

Date