

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 28, 2012 @ 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: J. Braughler, P. Rogers, J. Schroeder, D. Schultz and G. David. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Kern, C. Robinson, A. Jenswold, A. Draeger, C. Carlson (Carlson Dettmann Consulting), Martha Merrill (AFSCME Council 40) and E. Sadlowski (AFSCME Council 40).
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. No changes noted on the agenda.
5. Citizen Comments. A. Jenswold from Highway and Martha Merrill from AFSCME Council 40 both commented on the Classification and Compensation Study
6. Approval of minutes. Motion by D. Schultz, second by P. Rogers, to approve the August 7, 2012 minutes, as corrected (Changing S. Schultz to D. Schultz in item #9). Motion carried 5:0.
7. Communications. None.
8. Charlie Carlson from Carlson Dettmann Consulting met with the Committee to provide a status update on the Classification and Compensation study and to discuss how employees will receive pay increases in the future. T. Palm, HR Director, began with a brief summary of the county's current pay progression structure, followed by C. Carlson who provided a brief summary of what other counties are doing in regards to pay-for-performance (PFP) plans, what components are necessary for a successful PFP plan, and distributed examples of two different pay structures (the standard step system and a hybrid PFP plan with steps until the mid point and merit based from the midpoint to the max). After discussion of the pros and cons to a PFP plan, the consensus of the committee (4:1) was to direct C. Carlson to proceed with a standard step system. Carlson Dettmann will meet on September 18 at 8:30am with the Human Resources Committee.
9. Continued discussion of Personnel Ordinance HR0520 Grievance, Resolution Process, and how the process is working in practice. Issues of the process and the roles of the HR Committee and the Independent Hearing Officer to be considered at future meetings.
10. T. Palm, HR Director, informed Committee of an issue of late and/or missing performance evaluations, which delays timely increases for employees. Challenge in particular is when elected officials have late evaluations, as there is no recourse available to ensure they get done. Committee asked that the HR Director keep them apprised of late evaluations.
11. Next meeting date September 18, 2012, 8:30am, to include a presentation by Carlson Dettmann Consulting and consideration of Personnel Ordinance HR0520, Grievance, Resolution Process.
12. Motion by D. Schultz, second by P. Rogers to adjourn. Meeting adjourned at 9:50am.



Human Resources Committee Secretary

9-18-12

Date