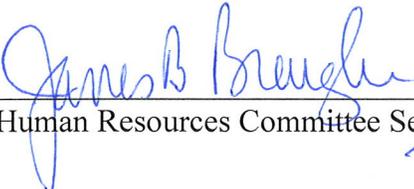


**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
January 15, 2013 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:31am by J. Braughler.
2. Present: J. Braughler, G. David, J. Schroeder (arrived 8:32am), and D. Schulz. Excused: P. Rogers. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Lamers, K. Cauley, K. Spory (Daily Union)
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by G. David, to approve the December 3, 2012, minutes as printed. Motion carried 4:0.
7. Communications: Memo from Judge Koschnick regarding the Classification and Compensation Study.
8. Motion by D. Schultz, second by G. David, to recommend to County Board the creation of one occasional part-time Cook in the Sheriff's department. Motion carried 4:0.
9. Motion by D. Schultz, second by G. David, to recommend to County Board the creation of one part-time Family Development worker at Human Services, with the ability to work up to full-time. Motion carried 4:0.
10. Motion by J. Schroeder, second by G. David, to approve the Review of the Birth-to-Three/Preschool Supervisor to a Grade 9, and begin the recruitment process. Motion carried 4:0.
11. Discussion of HR0690, Vacation pay, and language that does not provide exception to vacation carryover for extreme circumstances that occur from December 16 – December 31. Consensus of the Committee to be able to provide an exception for late requests. Staff asked to draft language for next meeting.
12. Discussion of interpretation of language of vacation carryover being forfeited in section HR0690, Vacation Pay, and all accrued vacation being paid out upon termination in HR0390, Terminal Pay. Committee agreed there are inconsistencies between the two sections and requested staff to bring back to next meeting language that effective 1/1/14, would eliminate any carryover in excess of 40 hours annually, and any hours up to 40 that are carried over to be used by December 31 or forfeited. Also, address the possible rare exception of vacation that was scheduled in the last two weeks of the year and cancelled by the County. These occasions to be reviewed by the County Administrator and if these hours are approved for carryover, the County Administrator also, designate a timeframe to use by, or forfeited. Motion by D. Schultz, second by J. Schroeder, to interpret sections HR0390 and HR0690 to allow the payout upon termination/retirement of any vacation hours carried over in excess of 40. Motion carried 4:0.

13. Motion by D. Schultz, second by G. David, to approve Gary Petre's request to carryover an additional 80 hours of vacation, in excess of 40 hours, to be used by April 1, 2013. Motion carried 4:0.
14. Employee Interest Survey regarding CSAs (Community Supported Agriculture) was shared with the Committee. About 20% of the County's employees responded, with approximately 75%, in general, being very or somewhat interested in having Jefferson County as a drop-off location for a CSA.
15. Motion by D. Schultz, second by J. Schroeder, to recommend the County move forward exploring the possibility of being a drop-off location for a CSA(s) and direct the Human Resources Director to facilitate the process. Motion carried 4:0.
16. Status report of the Reviews, as part of the Classification and Compensation Study was provided to the Committee. Included was a cost summary of a proposal by A. Jenswold, Highway, on handling appeals/reviews from the Highway department, as well as a summary of 42 positions (135 employees) requesting reviews.
17. Status report on the recruitment for the County Administrator's position, including information that a RFP was developed, with nine proposals submitted. Staff will make recommendations of 2 – 3 firms to interview with the Administrator Search Committee on January 30.
18. Next meeting scheduled for 6:30pm on Tuesday, February 12, to address personnel ordinances to be presented to County Board that evening. Next regular meeting scheduled at 8:30am on Tuesday, February 19, 2013.
19. Motion by G. David, second by D. Schultz, to adjourn. Meeting adjourned at 10:21 am.

  
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Human Resources Committee Secretary

2-12-13  
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Date