

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 20, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braugher.
2. Present: J. Braugher, G. David, P. Rogers, J. Schroeder and D. Schulz. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; B. Lamers; G. Koeppel, D. Hummel, and J. Kottwitz.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. Greg Koeppel, Highway Sign Foreman, spoke to the issue of Highway Workers/Equipment Operators earning more than Foreman when they are operating heavy equipment, due to the premium pay.
6. Motion by J. Schroeder, second by D. Schultz, to approve the July 23, 2013 minutes as printed. Motion carried 5:0.
7. Communications: None.
8. Monthly Financial Report. No update available since the July 22 report.
9. Motion by P. Rogers, second by D. Schultz, to accept the reclassification recommendations by Carlson Dettmann Associates on each of the six requests. Motion carried 5:0.
10. Motion by G. David, second by P. Rogers, to recommend to County Board an amendment to HR0210, Amendment and Maintenance of the Classification Plan, to implement the consultant's recommendation unless it can be demonstrated that the consultant acted without any factual basis when considering the request(s). Motion carried 5:0.
11. T. Palm, HR Director, reported the recommendation to hire Network Safety Consultants, Inc, to conduct a County-wide mini safety audit, including the departments of Human Services, Health, Fair, Parks, Sheriff, Courthouse and Highway. The cost for this project is \$3100 and is within the Human Resources budget. T Palm also provided an update on obtaining a safety coordinator for the County, including the options of a part-time position, a full-time position, a full-time position shared with another County and a consultant. A sample job description and salary information was included in the packet. Motion by J. Schroeder, second by G. David, to approve the contract with Network Safety Consultants. Motion carried 5:0.

12. T. Palm provided a brief update to the Affordable Care Act, highlighting the fact that the limit on out-of-pocket costs, including deductibles and copayments, has been extended one year. This does not have much bearing on the County as our out-of-pockets are already much less than the proposed limits.
13. T Palm provided an update on meetings with employees with both the Wisconsin Deferred Compensation representatives and Nationwide representatives. Turnout has been low, but news is spreading by word of mouth. Many employees are asking to schedule 1:1 meetings with either or both representatives. An employee survey will be sent out after the last meeting, September 12, and may be available by the next HR meeting.
14. T. Palm updated the committee on the search for a firm to conduct the HIPAA Privacy Gap Analysis. The County received 12 responses, which the HIPAA "team" of T Palm, HR Director, Ellen Braatz, Benefits Administrator and Privacy Officer; and Scott Scheibel, Assistant Corporation Counsel, have narrowed it to three proposals. Phone interviews are scheduled the afternoon of August 20 to have a final recommendation. Costs range from \$7000 to \$32,000 of these top three. The average of all 12 was around \$20,000. T. Palm asked the committee to support a contingency transfer if needed, based on our recommendation and support of County Administrator. Consensus of committee recognized the need for the study and supported not to exceed \$32,000.
15. Motion by D. Schultz, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes 19.85 (1)(e), consideration of union negotiations and 19.85 (1)(f), consideration of employee's specific medical history. All present responding "Aye". Moved into closed session at 9:00am. NOTE: J. Molinaro, T. Palm, B. Wehmeier and P. Ristow remained present for closed session.
16. Motion by D. Schultz, second by P. Rogers, to reconvene into open session. All present responding "Aye". Moved into open session at 9:18am.
 - a. Motion by D. Schultz, second by G. David, to approve the extension of the leave of absence through October 15, 2003. Motion carried 5:0.
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17. Next meeting scheduled September 17, 2013, to include recurring items and discussion of Highway Leads compensation as commented on in citizen comments.
18. Motion by J. Schroeder, second by P. Rogers, to adjourn. Meeting adjourned at 9:20am.



Human Resources Committee Secretary

9-17-13

Date