

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
March 18, 2014 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braughler.
2. Present: J. Braughler, J. Schroeder, P. Rogers, D. Schultz and G. David. Quorum established. Others Present: B. Wehmeier; T. Palm; P. Ristow; J. Molinaro, S. Jensen, K. Cauley, P. Milbrath, J. Nehmer, J. Parker, L. Statz (Daily Union).
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with moving items #10 and #11 to the end.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by G. David, to approve the March 5, 2014 minutes. Motion carried 5:0.
7. Communications: Material for consideration of salary/benefits distributed and a thank you to the Committee for the last two years and recognizing that this is probably to Pam Rogers' last meeting.
8. Motion by J. Schroeder, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statues Section 19.85(1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request. All present responding "Aye", 5:0. Moved into closed session at 8:34am. Note: also present were T. Palm, J. Molinaro, P. Ristow, B. Wehmeier and staff involved in the leave of absence request.
9. Motion by P. Rogers, second by G. David, to reconvene into open session. All present responding "Aye", 5:0. Moved into open session at 8:50am.
  - a. Motion by D. Schultz, second by P. Rogers, to deny the leave of absence request due to an indeterminable amount of time needed and an undue burden on the department. Motion carried 5:0.
10. Motion by P. Rogers, second by D. Schultz, to increase the hours of the Dementia Care Specialist position to full-time at Human Services. Motion carried 5:0.
11. Motion by D. Schultz, second by P. Rogers, to recommend the resolution, as corrected, to create a full-time Community Resource Coordinator-Wraparound position at Human Services, pending confirmation of receiving the grant extension. Motion carried 5:0.
12. Motion by J. Schroeder, second by G. David, to recommend an increase the vacant Parks Program Assistant hours to full-time and reduce the full-time Parks Administrative Assistant I position to a .6 FTE. Motion carried 5:0.

13. Information that the Breastfeeding Peer Counselors at the Health department will be treated in regards to a \$.25/hour increase for a maximum of 4 years, as is consistent with other seasonal and pool positions. This is done under Personnel Ordinance HR0265, Part-Time Employment.
14. Motion by P. Rogers, second by D. Schultz, to recommend an amendment to HR0360, Hours of Work, to increase the Field Training Officer pay for Communications Operators effective in the 2015 budget year. Motion carried.
15. Discussion of providing a wage adjustment to the Sworn Management staff in the Sheriff's department, including Sergeants, Captains and Chief Deputy. Several issues were discussed including:
- Review of current and potential compression issues
  - Discrepancy of pay for a sergeant promoted from deputy vs. detective
  - Sworn management is on a 11-step program while union is on a 5-step, 3 ½ year step program
  - Sworn management continue to receive approximately 2.5% increases in steps for a longer period of time
  - Sworn management received a 0% increase in the last three years while other non-represented employees received a couple of lump sum payments (base wage NOT adjusted) to assist with having to contribute to WRS
  - Sworn management did not contribute to WRS while other non-represented staff did
  - The impact of how any decision of a wage/benefit change for sworn management may have with other groups throughout the county.
- No recommendation was made at this meeting, with deferral to a future date.
16. A review of quarterly retirements was provided that will be recognized at the April County Board meeting.
17. The Human Resources Department Financial report was reviewed, acknowledging the account for "Recruitment" appeared to already be over budget in the month of January but an explanation was given that a 3-month advertising package had to be pre-paid.
18. Next meeting set for April 15, 2014 at 8:30am. To include items of reclass language for elected officials, uniform allowance language, classification of interpreters and other possible positions, consideration of voluntary benefit changes/additions.
19. Motion by P. Rogers, second by G. David, to adjourn. Meeting adjourned at 10:15am.

  
Human Resources Committee Secretary

4-15-14  
Date