

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 21, 2008 @ 8:30am
Jefferson County Courthouse, Room 112

1. Call to Order. Meeting called to order at 8:33a.m. by S. Schmeling.
2. Roll Call. Present were S. Schmeling, J. Braughler, J. Nelson, L. Zastrow, and C. Knox. Quorum established. Also Present: G. Petre, T. Palm, B. Frank, D. Ehlinger, C. Silvers, P. Ristow.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Reserve right to re-order agenda items as needed.
5. Citizen Comments. None
6. Motion by L. Zastrow, second by J. Nelson, to approve the October 14, 2008, minutes as printed. Motion carried.
7. Motion by C. Knox, second by J. Braughler, to recommend that the draft of a resolution creating a Finance department, separate from the County Clerk's office, transferring the duties of the County Auditor to the Finance department head, and requiring the concurrence of the County Board to remove said department head. Motion carried.
8. Motion by J. Nelson, second by J. Braughler, to postpone any action regarding the payroll deduction for United Way, or setting guidelines for any future events or promotions. Motion carried 4-0 with 1 abstain due to conflict of interest (C. Knox).
9. Review of Personnel Ordinances:
 - a. Motion by C. Knox, second by L. Zastrow, to approve the drafted language amending HR0120, to require sworn, non-represented employees to have their longevity and sick payouts upon retirement placed in the LAW Health Trust Fund, as amended by changing the word "may" to "shall". Motion carried.
 - b. Motion by C. Knox, second by J. Braughler, to recommend a change to Personnel Ordinance HR0240, clarifying establishment of new positions, as drafted, with the deletion of the phrase "and make a recommendation to the Finance Committee, which will include any additional position changes" in paragraph B, as well as deleting the last line in paragraph C. Motion carried.
 - c. Motion by J. Nelson, second by L. Zastrow, to recommend a change to Ordinance HR0360, as drafted, which clarifies positions receiving random hours as well as department heads ability to restrict the accumulation and usage of compensatory time for exempt employees. Motion carried.
 - d. Motion by C. Knox, second by J. Nelson, to recommend a change to Ordinance HR0410, amended to comply with new regulations, including HIPAA and Electronic discovery. Motion carried.
 - e. No action taken on HR0690, allowing pay-out of unused vacation time.

10. Consideration of Resolutions addressing benefits for employees on active military duty.
- a. Motion by L. Zastrow, second by C. Knox, to recommend a resolution modifying Resolution 2004-50, to continue providing the County's portion of dental and life insurance premiums for the first 18-months of active duty, but to discontinue to the practice for health insurance. Motion carried. NOTE: request to view draft of resolution prior to going to county board. Also, employees would be eligible to continue health coverage, but would be required to pay 100% of the premium.
 - b. Motion by C. Knox, second by S. Schmeling, to recommend a resolution modifying Resolution 2004-51, to reduce the amount of vacation an employee on active duty is credited in the subsequent year for vacation they would have earned had they been working their regular schedule from 100% to 25%. Motion lost 4-1 (C. Knox). Motion by J. Braughler, second by L. Zastrow, to reduce the amount of vacation an employee on active duty is credited in the subsequent year for vacation they would have earned had they been working their regular schedule from 100% to 50%. Motion carried, 3 -2 (S. Schmeling, J. Nelson). NOTE: request to view draft of resolution prior to going to county board.
11. Report from Human Resources Director covering one emergency help request and 5 vacant positions approved to be filled, with all 75-100% funded.
12. No action regarding vacation pay-outs for two Highway Superintendents.
13. Report provided on the history and procedure for sick bank accruals and usage.
14. Motion by J. Nelson, second by L. Zastrow, to convene into closed session pursuant to Section 19.85 (1) (b), consideration of Employee Discipline. All present responding, "Aye." Moved into closed session at 11:46a.m.
- Motion by J. Nelson, second by J. Braughler, to accept the Sheriff's recommendation of discipline. Motion carried.
15. Motion by J. Braughler, second by J. Nelson, to reconvene into open session. All present responding "Aye". Moved into open session at 12:00pm.
16. Next meeting date scheduled for October 28, 2008, @ 6:00pm and November 18, 2008 @ 8:30am.
17. Motion by J. Nelson, second by C. Knox, to adjourn. Meeting adjourned at 12:01pm.



Human Resources Committee Secretary

11-18-08

Date