

## Agenda

**Human Resources Committee  
Jefferson County Courthouse  
320 S Main St, Room 112  
Jefferson, WI 53549**

**June 19, 2012 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder, and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of June 5, 2012 minutes
7. Communications
8. Discussion with Charles Carlson, Carlson Dettmann Consulting, LLC, and possible action to proceed with the Classification/Compensation study, including but not limited to defining the County's comparable markets
9. Discussion and possible recommendation to clarify the exclusion of all protective service employees, including non represented, from a 2012 pay adjustment
10. Discussion and possible action to create a limited-term, full-time employee for 'civile guideon' project
11. Discussion and possible recommendation to eliminate a vacant full-time Lead Deputy Clerk position and create a full-time General Court Clerk II position
12. Review of Personnel Ordinances and consideration of additional ordinance to address the use of company time or resources for political activity
13. Consideration of changing the maximum dependent age for dental to coincide with the age established by State and Federal for health insurance
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: July 17, 2012 @ 8:30 a.m.**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
June 5, 2012 @ 8:00am  
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:00am by J. Braughler.
2. Roll Call. Present: J. Braughler, G. David, P. Rogers, J. Schroeder and D. Schultz. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, B. Block, P. Ristow.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Election of Chair. P. Rogers nominated J. Braughler for Chair, second by D. Schultz. Motion by D. Schultz, second by G. David to unanimously close nominations and elect J. Braughler as Chair. Motion carried 5:0. Election of Vice Chair. P. Rogers nominated D. Schultz as Vice Chair, second by G. David. Motion by P. Rogers, second by G. David, to close nominations and elect D. Shultz as Vice Chair. Motion carried 5:0. Election of Secretary. D. Schultz nominated P. Rogers as secretary, second by G. David. Motion by D. Schultz, second by G. David, to close nominations and elect P. Rogers as Secretary. Motion carried 5:0.
5. Review of Agenda. No changes noted on the agenda.
6. Citizen Comments. B. Block, Highway Worker, addressed the committee regarding the reason for a study for a wage analysis at the County. He also inquired why the interviews were in closed session and if he would be able to remain in the room at that time.
7. Approval of minutes. Motion by J. Braughler, second by J. Schroeder, to approve the April 17, 2012 minutes, as presented. Motion carried 4:0, 1 abstain (G. David).
8. Communications. The open records request for Employee Compensation Data from the Gannett Wisconsin Media Investigative Team was presented, informing the committee that the request would be complied with by June 15 and all employees would be given advanced warning of the request.
9. Motion by D. Schultz, second by G. David, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), discussion and consideration of contract competitiveness and negotiations. All members present responding "Aye". Moved into closed session at 8:15am.  
*Note: Purpose of closed session is to individually review and interview three firms for a classification and compensation study and ensure each firm presents and responds independent of other firm's replies. Also in closed session during the interviews and discussions were J. Molinaro, T. Palm, G. Petre, P. Ristow, B. Block*
  - a. 8:30am. Meeting with Carlson Dettmann Associates. In addition to one of the team members present, a conference call was set up with Charlie Carlson.
  - b. 9:00am. Skype meeting with TL Cox from The Waters Consulting Group, Inc.
  - c. 9:30am. Skype meeting with Matt Weatherly from Public Sector Personnel consultants
10. Motion by D. Schultz, second by P. Rogers, to reconvene into open session. Reconvened into open session at 10:21am.

*Break from 10:21am – 10:29am.*

11. Discussion the Carlson Dettmann Associates is local and has an understanding of the political environment in Wisconsin; however, outside state vendors would bring a perspective through new eyes. Concern with

the workload Carlson Dettmann currently has and ability to meet the 16-week deadline. Also, inquiry if Carlson Dettmann would include a one-year maintenance agreement. Motion by D. Schultz, second by P. Rogers, to recommend to Board hiring Carlson Dettmann Associates to conduct a county-wide classification and compensation study (excluding represented law enforcement), not to exceed \$60,000, without returning item to Human Resources Committee. Motion carried 5:0.

12. Draft of Human Resources 2011 Annual Report presented.
13. Second quarter retirements (2012) presented and will be forwarded to Board in July.
14. Motion by J. Schroeder, second by G. David, to recommend to County Board early implementation of three reclassifications (WIC Project Nutritionist, Systems Analyst and Assistant Superintendent as recommended by the County Administrator. Motion carried 5:0.
15. Motion by D. Schultz, second by P. Rogers, to recommend to County Board the repeal and recreation of the Civil Service Ordinance, specifically addressing the hiring procedure for the Chief Deputy position. Motion carried 5:0.
16. Discussion of inconsistencies between dental and health insurance coverage for dependents, based on age. Item will be placed on future agenda to be consistent when possible.
17. G. Petre presented information that the 2012 budget contains money for approximately a 2 % COLA for all employees, excluding protective service. He recommends considering a 2% increase, but not building it on the base due to uncertainty of future years. Motion by P. Rogers, second by D. Schultz. To recommend a 2% increase to employees in the classification pay system, including terminated employees but excluding protective service employees, based on actual earnings paid in 2012. Furthermore, the payment will be in a lump sum format, distributed mid year for earnings in the first half of the year and in December for earnings in the second half of the year. Motion carried, 5:0.

*Dick Schultz excused at 11:10am.*

18. Discussion of a personnel ordinance addressing the use of company time or resources for political activity. Item will be placed on next agenda.
19. Report from HR Director presented regarding vacancies and emergency help requests for the first quarter of 2012, reclassification requests in 2012, new position requests for the 2013 budget and new hires starting above minimum, including a Public Health Nurse, the Deputy Veterans Service Officer, and the Human Services Fund Accountant.
20. Committee reviewed the 2012-2013 meeting schedule and noted items to be placed on the next agenda as indicated in the minutes.
21. Motion by G. David, second by J. Schroeder, to adjourn. Meeting adjourned at 11:30am.

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Human Resources Committee Secretary

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Date

WHEREAS, the County recognizes employees as its greatest asset, and

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WHEREAS, even in the current economic climate, employees continue to deserve a fair and equitable wage for the valuable and often mandated services they provide on behalf of the County, and

WHEREAS, the 2012 adopted budget contains funds for a wage adjustment of 2% for all classified employees, excluding elected officials and Sheriff's department sworn staff, and

WHEREAS, the County Administrator and Human Resources Committee recommends using the funds as designated to provide classified employees (excluding elected officials and Sheriff's department sworn staff) with a 2012 wage adjustment of 2%, provided in two lump-sum payments in July and December, 2012.

NOW, THEREFORE BE IT RESOLVED that the Board adopts the recommendation of the County Administrator and Human Resources Committee to adjust non-represented, classified employees (excluding elected officials and Sheriff's sworn staff) 2012 salary by 2%, by providing a one-time payment of 2% for wages paid January – June 28, and a one-time payment of 2% on wages paid July 12, 2012 – December 27, 2012 pay dates (paid on a separate check on or before December 31, 2012).

BE IT FURTHER RESOLVED that the Board adopts these payments to be provided to all applicable employees who were actively employed from January 1, 2012 – December 15, 2012.

*Fiscal Note: The total cost across all county departments for the above adjustment of wages, social security and related retirement payments is \$324701, and is provided in appropriate wage accounts in each department.*

ORDINANCE NO. 2012-\_\_\_\_\_

**Personnel Ordinance amendment addressing employee political activities**

THE COUNTY BOARD OF SUPERVISORS OF JEFFERSON COUNTY DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Section HR0530, Political Activity, of the Personnel Ordinance is created as follows:

**HR0530 POLITICAL ACTIVITY**

A. Definitions. As used in this section.

1. "Workplace" shall mean the regular office and building of an elected official or, in the case of an employee, any place in which the employee is conducting regular business of Jefferson County, including County vehicles.
2. "Elected official" means the Sheriff, Coroner, Register of Deeds, County Clerk, Clerk of Circuit Court, and Treasurer.
3. "Employee" means every County employee except an elected official.
4. "Partisan" means related to an established political party within the meaning of the elections laws of the State of Wisconsin.
5. "Non-partisan" means unrelated to an established political party within the meaning of the election laws of the State of Wisconsin.
6. "Political committee" means any person other than an individual and any combination of two or more persons, permanent or temporary, which makes or accepts contributions or makes disbursements, whether or not engaged in activities which are exclusively political.
7. "Political purposes/activity" means an act is for "political purposes" and constitutes "political activity" when it is done for the purpose of influencing the election or nomination for election of any individual to office, for the purpose of influencing the recall from or retention in office of an individual holding an office, for the purpose of payment of expenses incurred as a result of a recount at an election, or for the purpose of influencing a particular vote at a referendum.

B. In general, the following political activities are permissible for employees:

1. Making voluntary contributions for political purposes
2. Participating as a candidate for office, unless prohibited by the Hatch Political Activity Act, provided service in the office will not conflict or interfere with the efficient discharge of an employee's official duties.
3. Expressing opinions as an individual privately and publicly on all political subjects and candidates.
4. Being a member of a political party and participating in party affairs.
5. **The following are some of the political activities, both partisan and non-partisan, that an employee may participate in providing he or she is off duty and not on County property:**
  - i. Soliciting votes in support of or in opposition to a partisan-candidate for public office or political party office.
  - ii. Serving as an officer of a political party, a member of a national, state or local committee of a political party, an officer or member of a committee of a partisan political club, or being a candidate for any of these positions.
  - iii. Directly or indirectly soliciting, receiving, collecting, handling, disbursing, or accounting for assessments, contributions, or other funds for a partisan political purpose.
  - iv. Taking an active part in managing the political campaign of a partisan candidate for public office or political party office.
  - v. Acting as a recorder, watcher, challenger, or similar officer at the polls on behalf of a political party or partisan candidate.
  - vi. Organizing, selling tickets to, promoting or actively participating in a fundraising activity of a partisan candidate, political party or political club.

- vii. Driving voters to polls on behalf of a political party or ~~partisan~~ candidate.
- viii. Serving as a delegate, alternate or proxy to a political convention.
- ix. Addressing a convention, caucus, rally, or similar gathering of a political party in support of or in opposition to a ~~partisan~~ candidate for public office or political party office.
- x. Initiating or circulating a nominating petition.
- xi. Endorsing or opposing a ~~partisan~~ candidate for public office or political party office in a political advertisement, a broadcast, campaign literature or similar material, except such action shall not be taken in the employee's official capacity, unless the employee is an elected official.
- xii. Organizing or reorganizing a ~~partisan~~ political party organization or political club.

C. In general, the following political activities by employees or elected officials are prohibited:

- 1. Using governmental authority to interfere with or ~~effect nomination~~ or election for any public office or position within any political party.
- 2. Using governmental authority or influence to ~~intimidate, threaten~~ or coerce any person to vote contrary to his/her own voluntary choosing.
- 3. Using governmental authority to ~~directly or indirectly intimidate, threaten,~~ or coerce any person to pay, lend or contribute anything of value, including ~~services,~~ to any party, organization, group or individual for political purposes.
- 4. Using any official authority or influence to ~~coerce any individual or group for political action,~~ or to confer benefits or effect reprisals to ~~secure desired political action or inaction.~~
- 5. Offering to pay or accept benefits in return for ~~desired political action or inaction.~~
- 6. Requesting or receiving anything of value for ~~influence or help in securing appointive office.~~
- 7. Paying or offering payment for ~~securing appointive office.~~
- 8. Engaging in political activity on County-owned property or during work hours in such a manner as to give the impression of an official County endorsement of a particular candidate, proposal or position unless the County in fact has taken such a formal position or the employee reasonably believes the employee's political activity to be consistent with his or her official duties.
- 9. ~~Directly or indirectly soliciting or receiving~~ subscriptions or contributions for any political party or any political purpose while in a building, office or room occupied for any purpose by the County.
- 10. ~~Either orally soliciting or by email or letter transmitting~~ any solicitation to a County office or be in ~~any manner concerned in soliciting~~ any assistance, ~~subscription pledges, donations of other support~~ for any political party or purpose from any person holding any position with Jefferson County while on County time or engaged in official duties.
- 11. ~~During the hours when on official duty~~ engaging in any form of political activity calculated to favor or improve the chances of any political party or any person seeking or attempting to hold political office. The wearing of political identification while on duty is such a political activity.
- 12. Use of county services, credit or property for political purposes.

SECTION 2. This ordinance shall be effective after passage and publication as provided by law.

AYES \_\_\_\_\_  
 NOES \_\_\_\_\_  
 ABSTAIN \_\_\_\_\_  
 ABSENT \_\_\_\_\_  
 VACANT \_\_\_\_\_

Requested by  
 Human Resources Committee

June 12, 2012

**REQUEST to CREATE NEW POSITION**

1. Position to be filled: General Clerical position

Department: Clerk of Court's Office

Hours: 30-35 hours week, generally 8 – 4:30

Grade and Pay Range: TBD

Cost: \$10, 000 county tax dollars with matching \$10,000 grant funds.

Benefits:  Yes  No

Fiscal Note (how is position funded): TBD

2. Please indicate how many other full-time, part-time (benefited) and part-time (nonbenefited) positions are currently allocated to this classification. Please include how many of these are vacant. None

3. Why is the position vacant? We are requesting to create a Limited Term Employee (LTE) position to perform the clerical needs that will be created for processing data through the Civil Guideon Grant should the grant be awarded to Jefferson County. Judge Hue has applied for a \$100,000 grant for a Civil Guideon project wherein a judge can appoint attorneys at county expense in civil matters. Unlike criminal cases there is no constitutional right to an attorney, but this grant project would fund attorneys during a one year period so that data can be gathered to assist in assessing the delays/expense caused when unrepresented parties (pro se) appear before the court vs when there are attorneys on a case. Ultimately this should also result in reduced county funded Guardian ad litem costs as well.

4. What efforts have you made to change the position?

5. What would happen if the position is not filled? If Jefferson County is awarded the grant there is expected data to be gathered. Current staffing levels would not allow for such monitoring, etc. without a delay in other work.

6. Your recommendation, including anticipated date to fill? Request to create the position, contingent on Jefferson County being awarded the Civil Guideon grant. The grant is for the year 2013.

Submitted by: Carla Robinson Date: June 18, 2012

## REQUEST TO CREATE A NEW POSITION

1. Position to be filled: Deputy Court Clerk II - General - Full time position

Department: Clerk of Courts Hours: 40 hours per week

Grade and Pay Range: Pay grade 11

Cost: I am requesting to create a Deputy Clerk General and eliminate a Lead Clerk.

It is anticipated that a current lead person will voluntarily demote to an open deputy clerk general position. So this position would most likely be filled by a new Hire from the outside at the beginning of the scale.

This change, combined with the change on the other request submitted this date, result in a \$7.394 per hour savings in salary plus, WRS & FICA for a total hourly savings of 8.387 For the remainder of 2012 the savings would be approximately \$7045.00

Benefits: xx  Yes  No

Fiscal Note (how is position funded): funds in budget – tax levy

2. Please indicate how many other full-time, part-time (benefited) and part-time (nonbenefited) positions are currently allocated to this classification. Please include how many of these are vacant. Please indicate how many other full-time, part-time (benefited) and part-time (non-benefited) positions are currently allocated to this classification. Please include how many of these are vacant.
- a. Other than this positions The Clerk of Court's office has 16 FT Court Clerk II – general positions and one split Court Clerk II/Deputy Register in Probate. There is an unfunded PT position also.
3. Why is the position vacant?
- A. This is a request to create a new General Clerk position and eliminate a lead clerk position. The current lead clerk, Diane Scheel, is requesting to step down to a Deputy Clerk General position. As a cost savings we are looking to hire a non-lead position and do some further reorganization for office management. The 2013 budget will be extremely tight – this will assist us in making budget. If after a period of time we find that by eliminating this lead position that we do not have enough lead personnel, there is an unfunded lead position that we would request to fund and promote internally - creating a vacant general position.
4. What efforts have you made to change the position? We're taking this opportunity, as we do anytime there is an open position to look at current assignments to see what we can do, if anything, to create efficiencies in the office.
5. What would happen if the position is not filled?
- a. Other staff would have to pick up some the duties. If left unfilled for a long period of time the workload of those staff would suffer. The 2-day turn around for work product will not be met and court effectiveness will suffer. Parties will not get their signed orders/judgments timely. The judges' expectations on meeting the judicial recommended case processing standards would be jeopardized.
6. Your recommendation, including anticipated date to fill? ASAP – but the process would probably take until August 1, 2012 (See 2<sup>nd</sup> request for position this same date)

Submitted by: Carla J. Robinson – Clerk of Court \_\_\_\_\_ Date: June 18, 2012