

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 20, 2015 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, G. David, J. Mode, P. Babcock and M. Wineke. Quorum established. Others Present: T. Palm; B. Wehmeier, B. Ward, K. Cauley, B. Lamers.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed. Request by M. Wineke to have agenda item 12, hiring with less than appropriate requirements, follow Item 6, Approval of minutes. No objection from Committee.
5. Citizen Comments. None.
6. Motion by M. Wineke, second by P. Babcock, to approve the November 18, 2014 minutes. Motion carried 5:0.
7. Recruitment efforts for the Time Is Now Grant Director failed to locate a candidate who possessed the minimum qualifications of a Master's degree and 3000 hours of clinical supervision. Motion by M. Wineke, second by G. David, to authorize promoting a candidate with less than appropriate requirements for the Time Is Now Grant Director position, per Personnel Ordinance HR0220. Motion carried 5:0.
8. Communications: None.
9. Monthly Financial Report. Currently Human Resources is about 24% under budget, but have the remaining amount for the HIPAA Privacy still pending.
10. Review of four employee retirements in fourth quarter of 2014 to be presented at February County Board meeting. It was noted that two of the retirements occurred in September, 2014.
11. The HIPAA Privacy Audit is nearly complete, with the recommendation of a final draft of Notice Practices, Policies/Procedures/Forms and Training criteria. Motion by P. Babcock, second by G. David, to approve the Jefferson County Notice of Privacy Practices, correcting the spelling of Sheriff under Hybrid Entity. Motion carried 5:0.

12. Motion by J. Mode, second by P. Babcock, to recommend to County Board to repeal and replace Personnel Ordinance HR0440, HIPAA/Notice of Privacy Policies, and authorize Human Resources Committee and/or staff to make administrative changes to HIPAA Privacy procedures and forms. Motion carried 5:0.
13. Report from Human Resources Director was discussed, covering November and December Monthly reports, vacant position and emergency help requests, hiring above minimum steps and benefits, and carryovers of compensatory, holiday and vacation hours.
14. Next meeting set for Tuesday, February 17, 2015 at 8:30am.
15. Motion by G. David, second by P. Babcock, to adjourn. Meeting adjourned at 9:06m.