

HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 15, 2008
1:00pm, Room 112

1. Call to Order. Meeting called to order at 1:05p.m. by Sharon Schmeling.
2. Roll Call. Present were, J. Maurer, J. Nelson and S. Schmeling, with S. Nass at 1:08pm. Quorum established. Also Present: G. Petre, T. Palm, D. Ehlinger, B. Frank, S. Hoffmann, P. Ristow.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Approval of the Agenda. Motion by S. Schmeling, second by J. Maurer, to approve agenda. Motion approved.
5. Citizen Comments. None
6. Approve December 18, 2007 Minutes. Motion by J. Maurer, second by S. Schmeling, to approve the December 18, 2007 minutes as printed. Motion carried.
7. Human Services Requests. Motion by J. Maurer, second by S. Schmeling, to recommend a resolution to County Board approving the creation of three full-time Information and Assistance Counseling Specialist positions. Motion approved.
8. Motion by S. Nass, second by J. Maurer, to recommend a salary increase for the constitutional elected officials of County Clerk, Register of Deeds and Treasurer of 2.5% for 2009, 2010, 2011 and 2012. Motion by S. Nass, second by J. Maurer, to amend the motion to change the increase to 2.0% in 2011 and 2012. Motion carried. Note: the above action should be reported to full County Board in February with fiscal impact, including acknowledgment of the continuing implementation of the Administrative operational study, and on the February Human Resources Committee agenda for possible further consideration.
9. Countryside requests.
 - a. Motion by J. Maurer, second by S. Schmeling, to approve filling the part-time Food Service Worker position. Motion carried.
 - b. Motion by S. Nass, second by S. Schmeling, to recommend a resolution to County Board to eliminate a full-time Licensed Practical Nurse position, create a full-time Registered Nurse position, reduce the status of the Assistant Director of Nursing from full-time to part-time without benefits, and increase the status of the Medical Records Clerk from part-time to full-time, and to fill any cascading positions due to internal transfers. Motion carried.
10. Discussion of administrative audit items referred by Administration & Rules/ICC Committee.

- a. 4.3-2a, Revise the County Board approval process to fill vacancies. Motion by S. Schmeling, second by J. Maurer, to approve a recommendation to County Board amending Personnel Ordinance HR0220, Application Procedure, to allow the filling of budget-authorized positions to be approved by the County Administrator. Motion carried.
 - b. 5.2-9b, Develop and implement an on-line timekeeping system for all employees. Update and discussion that a procedural manual for an on-line time-keeping and management module is being developed and will be tested with the District Attorney's Office, County Clerk's Office, Zoning, Human Resources and MIS.
11. Report from Human Resources Director. Discussion of reclassification results, accrual carryover approvals, new positions approved to fill, and a change in in-network providers under WPS was shared. Report attached.
 12. Report from County Administrator. Notice that the Management Analyst position has been filled and will start on Monday, January 21, 2008.
 13. Report from Committee Chair. None.
 14. Next meeting date set for February 19, 2008 @ 1:00pm, to include items of review of the reclassification appeal process and the pros and cons, and also possible further review and action in establishing Constitutional elected official wages.
 15. Motion by S. Schmeling, second by J. Maurer, to move into closed session pursuant to Section 19.85 (1)(b), consideration of employee discipline. All present responding "aye". Moved into closed session at 2:40pm.

Motion by S. Nass, second by J. Nelson, to approve the 10-day, unpaid suspension, reduced to 4 days unpaid, as recommended by the Sheriff. Motion carried.
 16. Motion by J. Nelson, second by S. Shmeling, to adjourn. Meeting adjourned at 2:50 pm.

Human Resources Committee Secretary

Date