

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
March 16, 2010 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Nelson.
2. Roll Call. Present were J. Braughler, C. Knox, J. Nelson and L. Zastrow. Excused S. Schmeling. Quorum established. Also Present: T. Palm, C. Robinson, P. Ristow, P. Theder, S. Hoffman, B. Frank, C. Dempsey, and B. Moberly.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by T. Palm.
4. Review of Agenda. Reviewed with no changes.
5. Citizen Comments. None.
6. Approval of minutes. Motion by L. Zastrow, second by C. Knox, to approve the February 16, 2010 minutes with corrections. Motion carried 3:0 with 1 abstain (J. Nelson)
7. Motion by C. Knox, second by J. Braughler, to approve a recommendation to County Board appointing Roland Welsch, Information Technology Manager, as HIPAA Security Officer, and Ellen Braatz, Human Resources Benefits Administrator, as HIPAA Privacy Officer. Motion carried.
8. Consideration of wages and benefits for the constitutional elected officials of Clerk of Courts, Coroner, and Sheriff.
  - a. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board to approve an annual salary of \$64,000 in 2011, 2012, 2013 and 2014 for the Clerk of Courts position. After discussion, motion was withdrawn by both C. Knox and J. Braughler. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board to approve an annual salary for the Clerk of Courts position of \$62,500 in 2011, \$63,125 in 2012, \$63,756 in 2013 and \$64,400 in 2014. Motion carried 3:1 (Nelson). Note, in terms of percentage increase, this equates to 9.874% in 2011, 1% in 2012, 1% in 2013 and 1.01% in 2014 in the annual salary.
  - b. Motion by J. Braughler, second by J. Nelson, to keep the current system of salary and per call fee for the Coroner position. Motion carried.
  - c. Motion by J. Braughler, second by C. Knox, to recommend a resolution to County Board to approve a per call fee rate of \$75/call in 2011, 2012, 2013 and 2014; in addition, to approve a salary of \$20,375 in 2011, \$20,908 in 2012, \$21,446.33 in 2013 and \$21,990.04 in 2014 for the Coroner position. Motion carried 3:1 (Nelson). Note, in terms of percentage increase, this equates to 6.14% in 2011, 2.62% in 2012, 2.57% in 2013 and 2.54% in 2014 in the annual salary. It is

anticipated that this will be an overall increase (with per call fee) of 11.52% in 2011, 1% in 2012, 1% in 2013 and 1% in 2014.

- d. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board to approve an annual salary of \$79,800 in 2011, \$80,598 in 2012, \$81,403.98 in 2013 and \$82,218.02 in 2014 for the Sheriff position. Motion carried 3:1 (Nelson). Note, in terms of percentage increase, this equates to 6.166% in 2011, 1% in 2012, 1% in 2013 and 1% in 2014 in the annual salary.
9. Consideration of a policy or ordinance addressing bringing children to work, including "Take your Child to Work Day". Discussion of other County practices with item being addressed again at the next meeting.
10. Consideration of consultant services for labor negotiations. Information reviewed regarding variety of practices in other counties. Request to address as a future agenda item.
11. Discussion regarding the pros and cons of having written expectations of the County Board Chair duties. Corporation Counsel advised that unless Administration and Rules assigns specific duties to the Chair, the only requirements are those established by statute. No action taken.
12. Report from Human Resources Director regarding requests to fill five vacant positions, seven emergency help requests, 1,690.25 hours of voluntary furlough requested since June 2009 through December 2009, and an update on Countryside Home transition with Alden, including a list of the questions employees have asked that have been/will continue to be discussed with Alden at the weekly meetings that have been scheduled.
13. Next meeting date set for April 13, 2010 @ 8:30am. Agenda items to include consideration of a Public Health Nurse Manager at the Health Department and consideration of a policy on bringing children to work, including "take your Child to Work Day".
14. Motion by L. Zastrow, second by J. Braughler, to adjourn. Meeting adjourned at 11:50am.

  
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Human Resources Committee Secretary

4-13-10  
Date