

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
August 17, 2010 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.
2. Roll Call. Present were J. Braughler, C. Knox, C. Peterson, and L. Zastrow. Excused, D. Schultz. Quorum established. Also Present: T. Palm, J. Molinaro, S. Schuck, P. Ristow, J. Roou, and C. Zentner.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by T. Palm.
4. Review of Agenda. Reviewed with recommendation to move item #10, addressing Child Support request, to after approval of minutes changes.
5. Citizen Comments. None.
6. Introduction of new committee member. Mary Delany was introduced as a new member to County Board, and to the Human Resources Committee. She replaces C. Knox.
7. Approval of minutes. Motion by C. Peterson, second by L. Zastrow, to approve the June 15, 2010 minutes. Motion carried 3:0, with 1 abstaining (M. Delany).
8. Motion by L. Zastrow, second by M. Delany, to recommend to County Board a resolution to increase the hours of the 19 hour/week Child Support Specialist position to a full-time Child Support Specialist position, effective upon passage by Board. Motion carried.
9. A copy of the Department Head recommended 2011 budget was presented and discussed with the Committee, with no objections to the proposed budget.
10. Motion by M. Delany, second by C. Peterson, to recommend a resolution to County Board approving a five year contract with NEAS, Inc., to provide services outlined under an Employee Assistance Program. Motion carried.
11. A review of the County's performance evaluation procedure was given by the Human Resources Director to provide background information on probationary, annual and special evaluations, including the 360 performance evaluation.
12. Motion by L. Zastrow, second by M. Delaney, to recommend that the various work experience program requests continue to be reviewed by Human Resources for any liability issues, discussed/approved by the parent committee and a report provided to the Human Resources Committee. Motion carried.

13. No action taken to establish a policy for establishing on-call and call-in pay for non-represented employees. Defer to a future meeting pending a review of utilization of call in the County (# calls received, # instances called in, etc.).
14. Information provided that the 2011 budget includes an increase in wages for seasonal and OPT positions for employees returning 3 and 4 consecutive years. Goal is to reduce turnover, which can easily cost more than the estimated cost of the increase.
15. Report from the Human Resources Director, including 9 vacant position requests, status update on filling the Human Resources Associate position, 5 emergency help requests, a comparison of FTEs and union vs. nonunion employees with the sale of Countryside, and a review of recent hires that were offered additional compensation and/or benefits.
16. Motion by L. Zastrow, second by M. Delany, to move into closed session item pursuant to Wisconsin State Statutes, Sections 19.85 (1)(e), update and consideration of union negotiations, and 19.85 (1)(f), consideration of specific employee medical condition. All members present responding "Aye". Moved into closed session at 9:55am.
17. Motion by L. Zastrow, second by M. Delany, to move into open session. All members present responding "Aye". In open session at 10:52am.
18. No action taken regarding hiring an outside negotiator for union negotiations. Money is budgeted for other professional services that can be used for consultation.
19. Motion by L. Zastrow, second by M. Delany, to grant the leave of absence request for only up to one year, starting from the first day of the original leave of absence. Motion carried. Note: this means the additional 4 ½ months requested is denied. Review of individual circumstances as well as history of other employee requests were reviewed and taken into consideration.
20. Next meeting scheduled for September 13, 2010 at 10:30am, to include possible policy or ordinance regarding on-call/call-in pay.
21. Motion by M. Delany, second by L. Zastrow, to adjourn. Meeting adjourned at 10:59am.



Human Resources Committee Secretary

10-18-10

Date