

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 14, 2011 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by J. Braugher.
2. Roll Call. Present: J. Braugher, C. Peterson, R. Schultz and L. Zastrow; excused: M. Delany. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, J. Roou, K. Cauley, S. Hoffmann, R. Welsch, G. Scott, P. Ristow, S. Schunk, and Fort Health Care President Michael Wallace.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. No changes made.
5. Citizen Comments. None.
6. Approval of minutes. Motion by D. Schultz, second by L. Zastrow, to approve the May 17, 2011 minutes, as presented. Motion carried.
7. Listing of 2011 Second Quarter Retirees was reviewed and will be presented to County Board for recognition.
8. Motion by D. Schultz, second by L. Zastrow, to recommend to County Board the creation of a Public Health Technician (LPN) position at the Health Department for the Rock River Free Clinic, providing it is understood that the position is eliminated if it can not be funded 100% by the RRFC, that the Fort Health Care will provide the physician or allied professional, and there is an agreement that the County would not have any future liability (i.e. Workers Compensation, Unemployment). Motion carried 3:1 (Peterson).
9. Motion by L. Zastrow, second by D. Schultz, to recommend to County Board the creation of one full-time Community Support Professional II position and providing the Human Services Director the option of either filling the CSP II position or a vacant Community Support Professional I position at Human Services. Motion carried.
10. Motion by D. Schultz, second by C. Peterson, to recommend to County Board the creation of one full-time Intake/On-Call Worker position and unfunding a vacant full-time Family Resources Division Manager position at Human Services. Motion carried.
11. Motion by C. Peterson, second by D. Schultz to revise the Computer, Internet and Telephone Usage policy, to include a section on passwords. Motion by C. Peterson, second by D. Schultz, to withdraw the motion and make a motion to adopt the password policy with the revision to delete duplicate language. Motion carried.
12. Review of the County's Civil Service Ordinance as it pertains to the promotion process at the Sheriff's Office. No discussion.
13. Discussion of any or all of Personnel Ordinance HR0300 Compensation policies, including reclassification and promotional procedures. History provided in regards to pay increases due to reclasses and promotions, including the current system where an employee may receive a \$.005/hour increase for accepting more responsibility.
14. Discussion of a policy with respect to discipline and discharge as outlined in the State 2011 Budget Repair Bill. Many variables and questions still exist that will hopefully be answered by the State before the County can knowledgeably create a policy.

15. Report from Human Resources Director. Report covered position vacancies and emergency help requests for January – March, 2011, as well as personnel change requests and reclassification requests for the 2012 budget and the financial impact of said requests.
16. Motion by L. Zastrow, second by D. Schultz, to move into closed session item pursuant to Wisconsin State Statutes Section 19.85 (1)(e), update and consideration of union negotiations. All members present, L. Zastrow, J. Braugher, C. Peterson, and D. Schultz responding “Aye”. Moved into closed session at 9:47am.
17. Motion by D. Schultz, second by L. Zastrow, to reconvene into open session. All members present, L. Zastrow, J. Braugher, C. Peterson, and D. Schultz responding “Aye”. Reconvened into open session at 10:19am.
18. Next meeting is scheduled for Tuesday, July 19, 2011 at 8:30am, to include items 12, 13, 14 and 16.
19. Motion by L. Zastrow, second by D. Schultz, to adjourn. Meeting adjourned at 10:21am.



Human Resources Committee Secretary

7-7-11

Date