

#6

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
January 17, 2012 @ 8:30am
Jefferson County Courthouse, Room 202**

1. Call to Order. Meeting called to order at 8:32am by J. Braughler.
2. Roll Call. Present: J. Braughler, M. Delany, D. Schultz and L. Zastrow. Absent: C. Peterson. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, M. Burrow, P. Ristow, J. Parker, S. Hoffman, C. Robinson, B. Frank, A. Jenswold, B. Block, J. Garity, E. Sadlowski (AFSCME 40 representative)
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Move items concerning the Sheriff's department, #10 and #13 on the agenda, ahead.
5. Citizen Comments. Jim Garity spoke against the draft policy addressing employment at will.
6. Approval of minutes. Motion by D. Schultz, second by L. Zastrow, to approve the November 30, 2011 minutes, as presented. Motion carried 4:0.
7. Chief Deputy Parker reviewed alternatives the Civil Service Commission considered regarding the qualifications/selection for promotions in the Sheriff's Office, including "if less than three qualified internal candidates apply, then the County would also consider outside candidates". HR Committee recommends that filling the position of Chief Deputy should include applicants from *any sheriff's department*, agreeing that municipal police departments are not the same. Chief Deputy Parker will relay this information to the Civil Service Commission and report back to the HR Committee in February.
8. Discussion of continuing the Patrol Sergeants trial work schedule. Chief Deputy reported that, in general, the new schedule did not generate any more or any less overtime; however, 2011 presented unusual circumstances of turnover that would contribute to some of the overtime. Committee's consensus is to continue the schedule through 2012, and will address the entire ordinance in agenda #15.
9. Communications:
 - a. Read by T. Palm. Letter from National Insurance Services indicating that Long Term Disability Rates will not increase for 2012.
 - b. Read by T. Palm. Email from employee thanking committee for their efforts in providing employees with a one-time payment in 2011.
10. Request from County Administrator Gary Petre to Motion by D. Schultz, second by M. Delany, to recommend a resolution to County Board to reclassify the current Custodian I in Central Services, to a Custodian II, and provide the ability to fill any future Central Services Custodian in either the I or II position. Motion carried 4:0.

11. Corporation Counsel, P. Ristow, provided a review of the HR Committee's role as the designated grievance committee for discipline under the Civil Service process by statute and union contract. Issue was raised that it has occurred that the discipline was served before the HR Committee hears the grievance. Committee would prefer to not have discipline be implemented until it has been before the HR Committee. HR Director T. Palm will communicate this to the Chief Deputy and Sheriff.
12. Discussion of wages and benefits for the constitutional elected officials positions of County Clerk, Register of Deeds and Treasurer. Committee requested comparable information to discuss at next meeting.
13. Discussion regarding an ordinance to address negotiating benefits and compensation when a current employee makes some form of a job changes. Committee expressed that these decisions should have the County Administrator's final approval. Item will be addressed in future meeting.
14. Discussion and consideration of ordinance creations/eliminations/amendments addressing progressive discipline and/or Employment at Will. Discussion continued on the draft of the Progressive Discipline and Employment at Will ordinance, with suggested changes to reinforce that the County and employees will work together to create a pleasant work environment and to include insubordination in the list of conduct that may not follow progressive discipline.

BREAK: 10:45am – 11:00am. HR Director prepared a revised draft with suggested changes.

- a. Progressive Discipline and Employment at Will Ordinance. Motion by D. Schultz, to adopt the 1-17-12 revised draft, amending section G by striking "no cause" and replace with "justifiable cause". No second.
Motion by M. Delany, second by D. Schultz, to recommend to Board an ordinance creating Progressive Discipline and Employment at Will, as presented in the revised 1-17-12 draft, with the amendment of striking "no cause" in section G. Motion carried 3:1 (J. Braugher).
 - b. Motion by D. Schultz, second by L. Zastrow, to eliminate Ordinance HR0510, Employee Discipline, Motion carried 4:0. Note: sections eliminated are either in conflict with Progressive Discipline/Employment at Will or incorporated into the Progressive Discipline/Employment at Will ordinance.
 - c. Motion by L. Zastrow, second by M. Delany, to amend HR0390, Terminal Pay, to delete sections in conflict with proposed Progressive Discipline/Employment at Will ordinance. Motion carried 4:0.
 - d. Motion by D. Schultz, second by L. Zastrow, to amend HR0560, Rights of Employees, to delete section in conflict with proposed Progressive Discipline/Employment at Will ordinance. Motion carried 4:0.
15. Review of Personnel Ordinance sections HR0100s and HR0200s
 - a. Motion by L. Zastrow, second by M. Delany, to recommend amendment to HR0110, Definitions of Terms, as amended with the terminology, "any cause". Motion carried, 4:0.

- b. Motion by L. Zastrow, second by M. Delany, to recommend amendment to HR0120, Differences for Sworn, Non-Represented, Law Enforcement Employees, to conform to new regulations and extend the Patrol Sgts' schedule. Motion carried 4:0.
- c. Motion by D. Schultz, second by M. Delany, to recommend amendment to HR0145, Human Resources Committee Authority, to conform with new regulations and previous changes to ordinance HR0690, Vacation with Pay. Motion carried 4:0.
- d. Motion by D. Schultz, second by M. Delaney, to recommend amendment to HR0220, Application Procedure, as amended in section B, "prior to advertising to the outside.", to conform to practice. Motion carried 4:0.
- e. Motion by D. Schultz, second by M. Delany, to recommend amendment to HR0250, Exempt Service, to update with current positions. Motion carried 4:0.
- f. Motion by M. Delany, second by L. Zastrow, to recommend amendment to HR0260, Notice of Terminations, to conform with recommended Progressive Discipline/Employment at Will Ordinance. Motion carried 4:0.
- g. Motion by L. Zastrow, second by D. Schultz, to recommend amendment to HR0265, Part-Time Employment, as grammatically amended, to comply with new regulations and address benefits for employees switching between full and part-time status. Motion carried 4:0.

16. Human Resources Director submitted report regarding two hires in fourth quarter of 2011 that started above minimum in compensation and/or benefits.

17. Next meeting is scheduled for Tuesday, February 21, 2012 at 8:30am. Next agenda to include review of Civil Service Ordinance recruiting requirements; ongoing review of the Personnel Ordinance; and establishing compensation and benefits for the Constitutional Elected Officials.

18. Motion by D. Schultz, second by L. Zastrow, to adjourn. Meeting adjourned at 11:30am.



 Human Resources Committee Secretary

2-21-12

 Date