

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 19, 2012 @ 8:30am
Jefferson County Courthouse, Room 112**

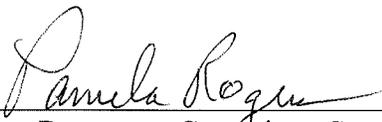
Item #6

1. Call to Order. Meeting called to order at 8:30am by J. Braughler.
2. Roll Call. Present: J. Braughler, P. Rogers, J. Schroeder and D. Schultz. G. David, arriving at 8:33am. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, C. Robinson, C. Carlson (Carlson Dettmann Consulting) and K. McCloskey (Carlson Dettmann Consulting).
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. No changes noted on the agenda. May address out of order to accommodate department schedules.
5. Citizen Comments. None.
6. Approval of minutes. Motion by P. Rogers, second by D. Schultz, to approve the June 5, 2012 minutes, as presented. Motion carried 5:0.
7. Communications. None.
8. Charlie Carlson and Katie McCloskey from Carlson Dettmann Consulting met with the Committee to start discussion of the process of completing the upcoming countywide classification and compensation study. Issues included: expectations as a Committee; regular feedback and updates; decisions to be made including what markets to compare to, where the County wants to position itself in that market, and how to maintain pay progression in the future. Communication will be essential, including orientation sessions scheduled last week of June, workshops on how plan was developed, a question/answer format for employees; looking at demographics and what succession planning may look like. Carlson Dettmann will return to the next HR Committee meeting and provide more information on possible comparable market(s) and employers.
9. Motion by P. Rogers, second by G. David, to recommend, as part of the 2013 budget process, the creation and \$10,000 funding for a General Clerical LTE, contingent on obtaining the \$100,000 Civil Gideon Grant. Motion carried 5:0.
10. Motion by J. Schroeder, second by D. Schultz, to recommend to Board to create a full-time General Deputy Clerk II position and eliminate a full-time Lead Deputy Clerk position in the Clerk of Courts. Motion carried, 5:0.
11. Motion by D. Schultz, second by G. David, to clarify that the exclusion of protective services employees from the recommended 2% payment (made at the June 5 HR meeting) means exclusion of Sworn personnel, both represented and non-represented. Motion carried 5:0.

Note: P. Rogers excused at 9:29am.

12. Motion by D. Schultz, second by J. Schroeder, to recommend the personnel ordinance regarding political activity as drafted, with an amendment to include County Board Supervisors in the definition of "elected official". Motion carried, 4:0.

13. Motion by D. Schultz, second by J. Schroeder, to recommend changing the dependent age requirements for Dental insurance to be consistent with the age requirements established for the County's health insurance. Motion carried, 4:0.
14. Next meeting date July 17, 2012, 8:30am, to include a presentation by Carlson Dettmann Consulting, and update of the need for a safety/risk management program, and Section HR0500 of the Personnel Ordinance.
15. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 9:47am.



Human Resources Committee Secretary

7-17-12

Date