

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 17, 2012 @ 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: J. Braughler, P. Rogers, J. Schroeder, D. Schultz and G. David. Quorum established. Also Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Kern, S. Hoffman, B. Frank, C. Carlson (Carlson Dettmann Consulting) and K. McCloskey (Carlson Dettmann Consulting) and K. Spory (Daily Union).
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.
5. Citizen Comments. None.
6. Approval of minutes. Motion by D. Schultz, second by P. Rogers, to approve the June 19, 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. Carlson Dettmann prepared a recommendation of 14 counties, which were determined using a variety of factors, including but certainly not limited to geographically contiguous counties, county population, state trunk miles, urban populations, human services structure, form of government and income growth index. In addition 13 cities, 8 school districts and 22 private sector business were recommended. These organizations, both public and private, will be surveyed to collect salary data on benchmark positions...or positions that are easily and readily identifiable in other organizations for the purpose of comparisons. Finally, any supplemental salary information will be gathered by using a variety of published data, such as the Bureau of Labor Statistics. In addition to the named organizations on the attached list, the HR Committee also recommended surveying the following business: Alden Estates, Care Wisconsin, City of Beaver Dam, State of Wisconsin, and Watertown Regional Medical Center. The Committee also discussed the pros and cons of using the other contiguous counties of Dane and Waukesha. The committee recognizes that the total tax base of each of these counties is much larger than Jefferson County, and it may be not be feasible to include them as comparable Counties; on the other hand, they are contiguous counties and direct competitors with Jefferson, especially for certain positions. Therefore, data will be collected if possible, and may also be considered when setting the County's pay system.

Break: 9:30am – 9:35am

9. Motion by J. Schroeder, second by G. David, to recommend to County Board increasing the hours of the Data Entry Clerk in the Register of Deeds to full-time. Motion carried 5:0.
10. Motion by P. Rogers, second by G. David, to recommend to County Board an amendment to Personnel Ordinance HR0490, Voluntary Vacation Donation, to allow employees to donate to a specific employee. Motion carried, 5:0.

11. Discussion of a bulletin from the Department of Employee Trust Funds that indicates the WRS contribution may increase anywhere from 1% - 1.9%, or 12.8% - 13.7%. Original guidance, prior to Acts 10 and 32, indicated a .2% increase, or 12.0%. The effect of any increase (or decrease) is shared 50/50 with most employees and the County is budgeting the midpoint, or 6.625%. Final rates are not anticipated to be known until September, after the County's budget is prepared.
12. Next meeting date August 7, 2012 at 10:30am, to include a presentation by Carlson Dettmann Consulting.
13. Motion by D. Schultz, second by J. Schroeder, to adjourn. Meeting adjourned at 9:57am.



Human Resources Committee Secretary

8-7-12

Date