

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 20, 2012 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by J. Braugher.
2. Present: J. Braugher, G. David, P. Rogers, J. Schroeder, and D. Schulz. All members present. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, L. Zastrow, B. Lamers, B. Frank, S. Hoffman, T. Lindert, J. Parker, P. Milbrath, J. Garity, B. Block, B. Udovich, C. Robinson, K. Spory (Daily Union), C. Carlson (Carlson Dettmann Consulting).
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by P. Rogers, to approve the November 7, 2012, minutes as printed. Motion carried 5:0.
7. Communications:
 - a. Email from Barb Frank, County Clerk, regarding the Jefferson County Classification and Compensation Study
8. A review of the Jefferson County 2012 Compensation and Classification Study Report was reviewed, including the following changes, discussions and recommendations:
 - a. In addition to the job title recommendations outlined in the report, the following position titles were also recommended for change: Family Court Commissioner/Guardian At Litem to Circuit Court Commissioner (Grade 14); Family Court Commissioner to Circuit Court Commissioner (Grade 14); Aging/Disability Resources Manager to Aging and Disability Resources Division Manager (Grade 13); Intake and Juvenile Justice Supervisor to Intake Supervisor (Grade 11); ADRC Coordinator to ADRC Supervisor (Grade 9); Early Intervention Services Coordinator to Birth-to-Three/Preschool Supervisor (Grade 8); Family Court Counselor to Mediator/Custody and Placement Evaluator (Grade 8); Nurse Case Manager to Aging and Disability Resources Specialist II (Grade 8); ADRC Social Worker to Aging and Disability Resources Specialist I (Grade 6); Benefits Specialist to Elder Benefits Specialist (Grade 6); Justice Information Sharing Coordinator to Justice Computer Specialist (Grade 5); and Nutrition Outreach Worker to Home Delivered Meal Assessor (Grade 3).
 - b. Charlie Carlson reiterated that he is not recommending a pay-for-performance plan at this time. The County has a good start on a performance evaluation system by requiring an evaluation be completed prior to a step-increase, but improvements could be made and this can be discussed in the future, including implementing a trial program at Highway.

- c. Charlie Carlson also informed the Committee that he, along with HR and Administration, have been working with the Highway Commissioner discussing pay strategies, including a premium when Equipment Operators are actually operating heavy equipment. However, data has not been provided by the Highway Commissioner to convince Carlson Dettmann to move forward with this.
- d. Another strategy discussed with the Commissioner was to reclassify Highway workers who regularly operate heavy equipment. When reviewing the data, it appeared only one Highway Worker has worked in the capacity of an Equipment Operator over 50% of the time. The Highway Commissioner's response after more consideration was to just move all 30 Highway Workers (Grade 3) to Equipment Operators (Grade 4).
- e. Committee member, Dick Schultz, inquired if a premium was paid for snow plowing, for being on-call 24/7 and operating in dangerous situations. It was pointed out that no premium currently is paid to Highway Worker classifications for snow plowing, however they do receive time-and-one-half if it is outside normal hours, and snow-plowing is part of the job description.
- f. Committee member Jim Schroeder inquired about the status of the legal issues surrounding the pending litigation. Corporation Counsel Phil Ristow pointed out that he believes our former AFSCME unions are decertified, as they took no action to recertify and that the current litigation does not comment that any changes would be retroactive. Ristow commented that it is more probable than not that are units are decertified because both parties were acting under the law at that time. He also stated that he didn't think we would return to the status quo from 2010, as requested by Ed Sadlowski, AFSCME Counsel 40 representative, because we had a contract that was agreed upon in good faith that expired 2011, which essentially had just the wage chart. Counsel's advice was 1) if unions are decertified, the County can move ahead with the pay plan or 2) if we find out later that we have a duty to bargain, what is the remedy? We would bargain at that time, but we are not cutting anyone's wages, and many employees will see an increase.
- g. Committee reviewed the recommended exempt status for each employee who was being changed, and recommend to amend the report by keeping the Communications Supervisor at the Sheriff's department non-exempt under the Fair Labor Standards Act (FLSA).
- h. Motion by P. Rogers, second by D. Schultz, to approve the classification and compensation plan as outlined on pages 2 – 8, with the recommended title and exempt-status changes. Motion carried 4:1 (J. Schroeder).
- i. The Committee reviewed the Implementation Process as outlined in the memo on page 9. Motion by D. Schultz, second by G. David, to recommend the implementation plan to County Board as outlined, with the amendment to add if the implementation plan conflicts with provisions of the Personnel Ordinance, the implementation plan shall control. Motion carried 4:1 (J. Schroeder).
- j. Committee reviewed the Position Allocation Review process as outlined on pages 10 – 13. Discussion included the following amendments: Change "Individual" review to "Classification" review, in #4 and on the Management Review Form, include direction for the department head to provide the estimated fiscal impact of the appeal, strike "unless the cost of any individual review exceeds \$25,000, in which case the final decision will be the

responsibility of the County Board.” From item #9, and also on item #9, indicate that the Human Resources Committee will meet at a date and time to be set by the Committee. Motion by D. Schultz, second by G. David, to recommend the Position Allocation Review Process to County Board, as amended. Motion carried 5:0.

BREAK taken from 10:52am – 11:00am.

- k. Committee reviewed the Resolution adopting the study and discussed amendments to change the implementation date to December 30, 2012 and rescind and abolish prior plans on December 29, 2012, language addressing that the plan will override general provisions of the personnel ordinance through 2013, and a fiscal note, including total available. Motion by P. Rogers, second by D. Schultz, to recommend a resolution to County Board, as amended. Motion carried 4:1 (J. Schroeder).
9. The Committee reviewed Personnel Ordinance sections HR0300, Compensation, and HR0250, Exempt Status, with the following comments: HR0320, Applicable Pay Rates Following Demotion or Transfer, to include in Section B “The 90-day period does not apply to red-circled employees before the adoption of the pay plan effective December 30, 2012.” And include this language also in HR0330, Applicable pay rates upon reclassification of position. In Section HR0340, Section E. change the date to December 30, 2012. In Section HR0360, section 8 (c), unstrike the first sentence and substitute 5% for “the higher rate”; create Section HR0360 8 (e), “Highway workers at Grade 3 shall receive a 5% premium pay of regular rate of pay when plowing snow. In Section HR0250, Strike “Communications Supervisor” in section 4. A final draft will be presented for review at the December 3 meeting.
10. No action taken to make amendments to Personnel Ordinance HR0450, Leave of Absence without Pay.
11. No action taken to make an amendment to Resolution 2004-50 and 2004-51, providing benefits to employees on active military duty. Will review in a year.
12. Motion by P. Rogers, second by J. Schroeder, to authorize the HR Director to authorize Diversified Benefit Services, Inc. to initiate ACH debit entries for participant 125-FSA reimbursements and to initiate credit entries and adjustments to correct any debit entries from the County’s specified bank account. Motion carried 5:0.
13. Motion by D. Schultz, second by P. Rogers, to amend HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, by striking the last line in para B. Motion carried 5:0.
14. Next meeting dates: December 3, 2012 at 8:30am and December 18, 2012 at 8:30am, to include a final resolution of the Classification and Compensation Study and changes discussed to Personnel Ordinances HR0300, Compensation, and HR0250, Exempt Service.

15. Motion by G. David, second by P. Rogers, to adjourn. Meeting adjourned at 11:45am.

Pamela Rogers
Human Resources Committee Secretary

12-3-12
Date