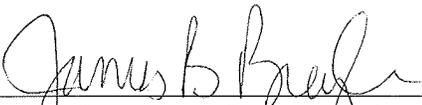


**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
December 3, 2012 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:35am by J. Braughler.
2. Present: J. Braughler, G. David, P. Rogers, J. Schroeder, and D. Schulz. All members present. Quorum established. Others Present: G. Petre, T. Palm, J. Molinaro, P. Ristow, B. Lamers, J. Parker, B. Kern, D. Diestler, R. Kylmanen, B. Block, D. Naatz, C. Robinson, A. Jenswold, L. Wagner, K. Reilly, B. Gang, Chris Welch (Daily Union)
3. Certification of compliance with the Open Meetings Law by G. Petre.
4. Agenda reviewed with no changes.
5. Citizen Comments.
 - A. Jenswold (Highway) spoke against various Highway position placements in the Classification and Compensation Study and provided committee with her recommendation
 - D. Diestler (Fair Park) spoke regarding Fair Park positions and questioned how they were rated (who compared with) in the Classification/Compensation study
 - R. Kylmanen (Fair Park) reiterated concerns of comparisons for fair park positions
 - K. Reilly (Human Services) spoke in favor of adopting the Classification/Compensation Study
 - L. Wagner (Human Services) spoke in favor of adopting the Classification/Compensation Study
 - B. Gang (Human Services) spoke in favor of adopting the Classification/Compensation Study
6. Motion by D. Schultz, second by G. David, to approve the November 20, 2012, minutes as printed. Motion carried 5:0.
7. Communications:
 - a. Retirement Notice from Gary Petre, County Administrator
 - b. Fourth Quarter retirement report provided (currently, no retirements anticipated October – December, 2012).
 - c. Email from Jessica Godek (Human Services) supporting the implementation of the study
 - d. Email from Brent Ruehlow (Human Services) in support of the Compensation and Classification Study
 - e. Email from Joan Daniel (Human Services) in support of the study
 - f. Email from Kathi Cauley (Human Services) in support of the Study
 - g. Letter from Gail Scott (Health Department) in support of the Study
8. T. Palm, HR Director, reviewed minor changes to the study since the November 20 meeting, including allowing groups to appeal, a name change to Nutrition Program Coordinator, and clarifying that rates go into effect the first day of the full pay-period following anniversary/step date. Motion by P. Rogers, second by G. David, to designate Mediator/Custody and Placement Evaluators as non-exempt. Motion carried 5:0. Committee reviewed proposal by A. Jenswold, Highway, and discussed that any changes to grade placement should go through the review process. Motion by P. Rogers, second by D. Schultz, to approve forwarding to County Board the resolution and attachments, as amended, with a fiscal note clearly communicating the financial impact. Motion carried 4:1 (J. Schroeder).

Break: 9:30am – 9:37am

9. Committee reviewed ordinances affected by implementation of the Classification and Compensation Study. Due to amendment in #8, the Mediator/Custody and Placement Evaluator is removed from item B.1 in HR0250, Exempt Positions. Motion by D. Schultz, second by P. Rogers, to amend section HR0360, B.8.e. to read, “Employees designated in the Highway Worker classification shall receive an additional five percent (5%) of the employee’s regular rate when performing winter maintenance duties” Motion carried 5:0. Motion by D. Schultz, second by P. Rogers, to approve the ordinances as amended and forward to County Board. Motion carried 4:1 (J. Schroeder).
10. Motion by P. Rogers, second by D. Schultz, to approve and forward to County Board ordinance change to Longevity Pay, amended by clarifying AFSCME union contract. Motion carried 5:0.
11. Discussion of residency requirement for County Administrator position. Ordinance change presented by D. Schultz who feels the leader of the County needs to have “skin in the game” and experience with the County. J. Schroeder agreed that as a general policy it makes sense, but requirement in 6 months to move may be too soon. P. Rogers opposed the change, stating that it is unrealistic in today’s times to expect someone to buy and sell a home in this economy and with today’s technology can always be in close contact by phone/internet. J. Molinaro agreed that he thought it would diminish the number of qualified applicants. G. D. indicated all were good, valid points and his further comment is that instead of driving 2 or more hours each day, if they lived in the County, that time could be spent working. Motion by D. Schultz, second by J. Schroeder, to forward the ordinance requiring the County Administrator to reside within the County, with the amendment to strike within 6 months and change it to be within the amount of time as negotiated as part of the contract. Motion carried 3:2 (J. Braughler, P. Rogers).
12. Information that the Clerk of Courts had several delinquent (overdue) performance evaluations from her office, but has since completed all of them. Any future late performance evaluations in an elected official office will continue to be reported to the HR Committee.
13. Discussion of difficulty promoting health and wellness to employees if, as the County, we can’t allow outside businesses offer incentives to use their services. P. Ristow, Corporation Counsel, suggested to post for everyone that the County is establishing a health/wellness program, and invite everyone from the Community to inform us of any programs/incentives they may have. This way, the County is not singling out one or two businesses.
14. Report from Human Resources on seven new hires, one emergency help, one new hire who started above minimum step of the range and the 2012 cost of Hazardous pay and Longevity Pay.
15. Next meeting scheduled December 18, 2012 at 8:30am.
16. Motion by D, Schultz, second by G. David, to adjourn. Meeting adjourned at 10:20am.



Human Resources Committee Secretary

1-15-13
Date