

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
September 17, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braugher.
2. Present: J. Braugher, P. Rogers, J. Schroeder and D. Schulz. Excused G. David. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; B. Lamers; G. Koepfel, D. Hummel, J. Kottwitz, R. Rammelt, B. Block, C. Robinson, D. Scott and J. Haferman.
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed with no changes.
5. Citizen Comments. None.
6. Motion by D. Schultz, second by P. Rogers, to approve the August 20, 2013 minutes as corrected in Item 16. Motion carried 4:0.
7. Communications: Article by Von Briesen & Roper, *Federal Courts Once Again Find Act 10 Enforceable* included in packet. No additional communications.
8. Motion by J. Schroeder, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes 19.85 (1)(e), consideration of union negotiations. All present responding "Aye", 4:0. Moved into closed session at 8:40am. NOTE: J. Molinaro, T. Palm, B. Wehmeier, P. Ristow, Labor Consultant Bill Braken, Cpt. D. Scott and Cpt. J. Haferman remained present for closed session.
9. Motion by P. Rogers, second by D. Schultz, to reconvene into open session. All present responding "Aye". Moved into open session at 9:10am. 4:0.
10. Third Quarter Retirements reviewed. Two employees retired during the third quarter to be presented at October Board.
11. Human Resources Department Monthly Financials reviewed. Nothing new to report. Invoices for negotiations, the safety audit, and the Privacy Analysis have not been received/processed yet. It is anticipated to be within budget at the end of the year.

12. T. Palm shared information of 16 highway staff, including Highway Workers, Equipment Operators and Lead Workers. Discussion that 2013 is a year of transition and difficult to compare. Employees switched from being at the top of steps to going back into the step system, all at different times throughout the year. Also, overtime earnings varied from employee to employee which skews the gross-earning figures when trying to just look at earnings from the differential for operating equipment. Also, the YTD earnings for 2013 include the 5% snow plowing premium that was in effect for the first quarter of 2013. Highway staff added that Leads do not get the equipment operator differential when they (a Lead) is operating equipment. Committee asked staff to review the step placement of Leads verses Highway/Equipment operators and report back at a future date.
13. Motion by P. Rogers, second by D. Schultz, to recommend to County Board the reorganization of positions in the Clerk of Courts and authorize 16 Deputy Court Clerk I/II positions (15 FT, 1 PT). Motion carried 4:0.
14. P. Ristow reported to the Committee that the County ads a 2% administrative fee to COBRA rates, which is allowed under both State and Federal law. However, there is no current language in the ordinance and staff proposes to codify the COBRA 2% administration fee. Committee asked staff to draft sample language and address at the next meeting.
15. T. Palm, HR Director, reported on 8 vacancies in 3 department; 4 emergency help requests; a copy of the new position summary presented to Finance Committee during budget hearings; the 2014 Health Insurance rates, including a memo sent to all employees regarding 2014 benefits in general; the completion of the safety audit on September 11 and 12 and that a report will hopefully be available at the next meeting; an update to the HIPAA Privacy Analysis including the selection of Boardman & Clark Law firm at a cost of approximately \$21,000, which a contingency transfer of \$16,000 has been approved; and finally that there are no updates in the last month to the Affordable Care Act.
16. Next meeting scheduled for October 15, 2013 at 8:30am, to include items 1 – 7, and continual updates on the safety audit, the HIPAA privacy analysis and the Affordable Care Act and deferred compensation feedback from employees.
17. Motion by D. Schultz, second by P. Rogers, to adjourn. Meeting adjourned at 9:42am.


Human Resources Committee Secretary

10-15-13
Date