

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 19, 2013 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30pm by Chair, J. Braughler.
2. Present: J. Braughler, J. Schroeder, P. Rogers and G. David (in at 8:34am). Absent: D. Schulz. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; J. Nehmer; B. Frank; S. Jensen; Bill Barnes, Nationwide; Jeff Francis, Nationwide; D. Diestler; B. Lamers.
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 P. Rogers, second by J. Schroeder, to approve the October 22, 2013 minutes. Motion carried 4:0.
7. Communications: None.
8. Fourth quarter retirement. At this time, one retirement from Highway for October – December, 2014.
9. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now, but the consultant for labor negotiations was being utilized more than was anticipated.
10. Terri Palm, HR Director, reported hiring a CCS Facilitator, with previous County experience, at Step 3.
11. Motion by P. Rogers, second by G. David, to recommend to County Board the creation of a pool of occasional part-time Group Home Workers at Human Services. Motion carried 4:0.
12. Ben Wehmeier, County Administrator, reported that the Fair Park Director was reviewing current job descriptions and looking at possible changes with the retirement of Gail Zastrow. Motion by P. Rogers, second by J. Schroeder, to support a reclassification to be implemented upon vacancy due to retirement, if deemed appropriate by staff. Motion carried 4:0.
13. Motion by J. Schroeder, second by G. David, to amend the contract for flexible spending benefits to allow a \$500 carryover extension per IRS Notice 2013-71, to be reviewed again in October. Motion carried 4:0.

14. T. Palm provided a brief history of deferred compensation choices in Jefferson County and reviewed the employee survey, which indicated the majority of those responding would not want to change our plan with Nationwide Deferred compensation. No action taken.
15. An update provided regarding a change from elected Coroner to appointed Medical Examiner position. HR will continue to work with the Coroner to draft a job description and have the potential new position evaluated for grade/classification placement.
16. Motion by J. Schroeder, second by G. David, to convene into closed session pursuant to Wisconsin State Statues Section 19.85 (1)(e), consideration of union negotiations, and 19.5 (1)(f), consideration of an employee's specific medical history. All present responding "Aye". Moved into closed session at 9:03am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier and T. Palm and S. Jensen from 9:29am to 9:46am.
17. Motion by P. Rogers, second by J. Schroeder, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 9:52am.
 - a. Motion by J. Schroeder, second by G. David, to approve the extension of the leave of absence through December 30, 2013. Motion carried 3:1 (Broughler). Also noted that Committee was supportive of S. Jensen to recruit emergency help if possible.
18. Next meeting scheduled for December 17, 2013, at 8:30am to include regular items. P. Rogers indicated she would not be available for the January meeting.
19. Motion by G. David, second by P. Rogers, to adjourn. Meeting adjourned at 9:55am.



Human Resources Committee Secretary

12-17-13

Date