

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

1. Meeting called to order at 8:30pm by Chair, J. Braugher.
2. Present: J. Braugher, J. Schroeder, P. Rogers, D. Schultz and G. David (in at 8:35am). Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; B. Lamers, S. Jensen, P. Theder, B. Frank, and Lydia Statz (Daily Union)
3. Certification of compliance with the Open Meetings Law by B. Wehmeier.
4. Agenda reviewed reserving the option to move Child Support and Coroner items to accommodate staff's time.
5. Citizen Comments. None.
6. Motion by P. Rogers, second by J. Schroeder, to approve the November 19, 2013 minutes. Motion carried 4:0.
7. Communications: None.
8. Motion by P. Rogers, second by D. Schultz, to recommend to County Board a resolution to create a full-time Enforcement Specialist position in Child Support. Motion carried 5:0. Discussion regarding continuation of position if funding isn't available. Due to probable continuing increase of workload in this area, difficult to make the determination if needed in 2 years if funding doesn't exist.
9. Review of Monthly Financial Report. It was noted that the Human Resources budget is under budget right now and nothing anticipated in the last few weeks to change this.
10. Discussion of the benefit of hiring a Medical Examiner verses a Coroner, primarily the control the County would have of the department. A Questionnaire form has been completed and sent to consultant for review; however, a recommendation has not been received yet regarding classification of position. Motion by P. Rogers, second by D. Schultz, to recommend the creation of a Medical Examiner position effective at the end of the current term of the Coroner, with details of status to be determined later. Motion carried 5:0.
11. Motion by D. Schultz, second by G. David, to recommend to County Board the reclassification of the Administrative Specialist I and Administrative Assistant I positions to two Marketing/Administrative Assistant II positions. Motion carried 5:0. It was noted that the Fair staff were involved in discussions and the Fair Committee was kept informed as well.

12. Motion by J. Schroeder, second by G. David, to recommend to County Board the elimination of a full-time, vacant Van Driver position and creation of two less-than-half-time Van Driver positions at Human Services. Motion carried 5:0.
13. Terri Palm, HR Director, provided an update on the joint endeavor with Walworth County regarding hiring a Safety Coordinator. Position has been reviewed and once a contract is in place between the Counties, recruitment can begin.
14. Discussion of the difficulty scheduling time off for new employees who start around the holidays and receive a floating holiday. Motion by P. Rogers, second by D. Schultz, to recommend to County Board an ordinance change to HR0645 to allow, with approval, the carryover of the floating holiday for new employees who are hired in November or December. Motion carried 5:0.
15. Written report provided by T. Palm regarding vacant position requests, emergency help requests, new hires starting above minimum and recent new and reclassification grade placement recommendations.
16. Motion by D. Schultz, second by P. Rogers, to convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations. All present responding "Aye", 5:0. Moved into closed session at 9:08am. Note: also present were J. Molinaro, P. Ristow, B. Wehmeier and T. Palm.
17. Motion by G. David, second by P. Rogers, to reconvene into open session. All present responding "Aye", 5:0. Moved into open session at 9:14am.
18. Next meeting scheduled for January 21, 2014, at 8:30am to include regular items, elected official salaries, and medical examiner update. Note: P. Rogers indicated she would not be available for the January meeting.
19. Motion by D. Schultz, second by G. David, to adjourn. Meeting adjourned at 9:16am.



Human Resources Committee Secretary

1-21-14
Date