

**HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
September 16, 2008 @ 8:30am  
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:32a.m. by S. Schmeling.
2. Roll Call. Present were S. Schmeling, J. Braughler, J. Nelson, and C. Knox. Excused: L. Zastrow. Quorum established. Also Present: G. Petre, T. Palm, P. Ristow, E. Ronk, D. Scott and two members of the public.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Reserve right to re-order agenda items as needed.
5. Citizen Comments. None
6. Motion by J. Braughler, second by J. Nelson, to approve the August 5, 2008, minutes as corrected. Motion carried.
7. Motion by C. Knox, second by J. Nelson, to recommend a resolution to create a classification of In-house Pool Resident Care Workers at Countryside, and authorize management to negotiate with the union a wage rate for in-house pool RCWs, as well as shift differentials and shift premiums for Resident Care Workers. Motion carried.
8. Motion by C. Knox, second by J. Braughler, to convene into closed session pursuant to Section 19.85(1)(b), consideration of employee discipline and section 19.85 (1)(f), consideration of employee(s) specific medical history as it relates to a leave of absence request(s). All present responding "Aye" and convened into closed session at 8:50 a.m.  
  
No action taken on employee discipline until more information is provided.  
  
Motion by J. Nelson, second by J. Braughler, to reconvene into open session. All present responding "Aye". Reconvene into open session at 9:40a.m.
9. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board to create four full-time Human Services Professional I positions. Motion carried.
10. Motion by C. Knox, second by J. Nelson, to recommend a resolution to County Board to create three Long Term Care Registered Nurse positions. Motion carried.
11. Motion by J. Nelson, second by J. Braughler, to deny an extension of the leave of absence request. Motion carried.

12. Motion by C. Knox, second by J. Braughler, to approve to register Jefferson County to participate in the Johnson Creek Premium Outlets "Show Your Employee ID" program. Motion carried. Committee requested additional information regarding consideration of United Way payroll deduction and guidelines for further promotional events.
13. Review and possible action amending the Personnel Ordinance.
- a. HR0240, Establishing Positions, carried over to next meeting, pending additional information
  - b. Motion by C. Knox, second by J. Nelson, to amend Ordinance HR0250, Exempt Service, to reflect current exempt positions. Motion carried.
  - c. HR0360, Hours of Work, Overtime, and Compensatory Time, carried over to next meeting.
  - d. HR 0410, Computer, Internet and Telephone Use, carried over to next meeting.
  - e. Motion by J. Braughler, second by C. Knox, to amend Ordinance HR0505, Absenteeism Policy, to update language to reflect current sick accrual payout. Motion carried.
14. A written report from the Human Resources Director was given, providing information on Emergency help requests for August and September, vacant positions approved to be filled, and a review of the Human Resources proposed 2009 budget.
15. A report from the County Administrator was provided, reflecting the tentative list of position changes in the 2009 budget.
16. Next meetings are scheduled for Tuesday, October 21, 2008, @ 8:30am and Tuesday, November 18, 2008, @ 8:30am, to include agenda items of the County's participation in United way and other promotional events and Personnel Ordinances HR0240, HR0360 and HR0410. Also requested is an information report on the policy and procedure of County Sick accruals, from earning to payouts.
17. Motion by J. Nelson, second by S. Schmeling, to adjourn. Motion carried and meeting adjourned at 10:50am.

  
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Human Resources Committee Secretary

10-14-08  
Date