

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 18, 2008 @ 8:30am
Jefferson County Courthouse, Room 112**

1. Call to Order. Meeting called to order at 8:30am by S. Schmeling.
2. Roll Call. Present were S. Schmeling, J. Braughler, L. Zastrow, C. Knox, and J. Nelson. Quorum established. Also Present: G. Petre, P. Ristow, T. Palm.
3. Certification of compliance with the Open Meetings Law. Verification of notice of meeting by G. Petre.
4. Review of Agenda. Reviewed with no changes.
5. Citizen Comments. None
6. Motion by J. Braughler, second by L. Zastrow, to approve the October 21, 2008, minutes as corrected. Motion carried. Spelling of Auditor in #7 corrected.
7. Motion by L. Zastrow, second by J. Braughler, to approve the October 28, 2008, minutes as presented. Motion carried.
8. Oral report provided by P. Ristow, Corporation Counsel, regarding personnel changes with the adoption of the 2009 budget.
9. Review of Personnel Ordinances:
 - a. Motion by C. Knox, second by L. Zastrow, to recommend a resolution to County Board amending HR0265, Part-time Employment, to change the eligibility status for part-timers for health insurance to conform to the State Health insurance plan regulations. Motion carried.
 - b. HR0461, Military Leave Procedure. Request to view final draft at next Human Resources Committee meeting.
 - c. Motion by C. Knox, second by J. Braughler, to recommend a resolution to County Board amending HR0640, Health and Dental Insurance, to make as a separate section of only Health Insurance to conform with the State Health insurance plan regulations. Motion carried.
 - d. Motion by J. Braughler, second by J. Nelson, to recommend a resolution to County Board amending HR0640 by removing all Dental Insurance references and creating HR0628, Dental Insurance. Motion carried.
10. Oral report given by T. Palm, Human Resources Director, providing an update on two emergency help requests approved in Human Services, vacant positions approved to be filled, including a CSP II in Human Services and multiple positions in the Courthouse and Human Services that were on hold pending the bumping process, and an invitation to the Committee to attend the December 11 Supervisory Training, to include information on electronic discovery, amendments to the American's with Disability Act, and the impact of Retaliation claims.

11. Motion by J. Nelson, second by L. Zastrow, to convene into closed session pursuant to Section 19.85 (1) (b), consideration of employee discipline. All present responding, "Aye." Moved into closed session at 9:55am.
 - a. Motion by L. Zastrow, second by J. Nelson, to accept the Sheriff's recommendation of discipline of a one-day unpaid suspension. Motion carried.
 - b. Motion by J. Braughler, second by J. Nelson, to accept the Sheriff's recommendation of discipline of a one-day unpaid suspension. Motion carried.
 - c. Motion by C. Knox, second by S. Schmeling, to accept the Sheriff's recommendation of discipline of a 30-calendar day unpaid suspension and mandatory referral. Motion carried.
12. Motion by J. Braughler, second by J. Nelson, to reconvene into open session. All present responding "Aye". Moved into open session at 10:05am.
13. Next meeting dates set for December 16, 2008 @ 8:30am and January 20, 2009 @ 8:30am.
14. Motion by S. Schmeling, second by C. Knox, to adjourn. Meeting adjourned at 10:07am.



Human Resources Committee Secretary

12-16-08
Date