

Agenda
Human Resources Committee
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

October 22, 2013 @ 6:15 p.m.

Committee Members: James Braughler, Chair; Greg David; Pamela Rogers, Secretary; Jim Schroeder,
and Dick Schultz, Vice-Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments
6. Approval of October 15, 2013 minutes
7. Communications
8. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), consideration of union negotiations, and Wisconsin State Statutes 19.85 (1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request
9. Reconvene into open session for consideration and possible action regarding items discussed in closed session
10. Set next meeting date and agenda
11. Adjournment

Next scheduled meeting: November 19, 2013 @ 8:30 a.m.

The Committee may discuss and/or take action on any item specifically listed on the agenda

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

**HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 15, 2013 @ 8:30 a.m.
Jefferson County Courthouse, Room 112**

1. Meeting called to order at 8:30am by Chair, J. Braugler.
2. Present: J. Braugler, P. Rogers, G. David and D. Schulz. Excused J. Schroeder. Quorum established. Others Present: B. Wehmeier; T. Palm; J. Molinaro; P. Ristow; S. Jensen
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 September 17, 2013 minutes. Motion carried 4:0.
7. Communications: None.
8. Motion by P. Rogers, second by D. Schultz, to convene into closed session pursuant to Wisconsin State Statutes 19.85 (1)(e), consideration of union negotiations and 19.85 (1)(f), consideration of two employee's specific medical history as it relates to a leave of absent. All present responding "Aye", 4:0. Moved into closed session at 8:35 am. NOTE: J. Molinaro, T. Palm, B. Wehmeier, P. Ristow, remained present for closed session.
9. Motion by D. Schultz, second by P. Rogers, to reconvene into open session. All present responding "Aye", 4:0. Moved into open session at 10:10 am.
 - a. Committee required more information for leave of absence request through December 30, 2013.
 - b. Motion by D. Schultz, second by P. Rogers, to deny the second extension request that was through at least January 6, 2014. Motion carried 4:0.
10. Human Resources Financial report presented. No questions.
11. Safety Audit Report was presented. No questions. Will be a good starting point for a County-wide Safety Coordinator.
12. Update that the County distributed the Exchange Notice by October 1, 2013, as required under the Affordable Care Act.

13. HIPAA Privacy Audit. The consultant was at the County on October 8 and had many positive things to report. A written report should be available by the November meeting.
14. Motion by D. Schultz, second by G. David, to recommend to County Board amendments to Personnel Ordinances HR0628, Dental Insurance; HR0630, Disability Insurance and HR0640, Health insurance to conform with current practices. Motion carried 4:0.
15. No changes recommended to resolution 2004-50, insurance coverage for active military employees and families.
16. No changes recommended to resolution 2004-51, vacation accrual for employees on active military duty.
17. Next meeting scheduled for October 22, 2013 at 6:15pm, to include closed session item for e leave of absence request and November 19, 2013, at 8:30am to include regular items.
18. Motion by P. Rogers, second by G. David, to adjourn. Meeting adjourned at 10:35am

Human Resources Committee Secretary

Date