

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**November 28, 2017 @ 8:00am**  
**Jefferson County Courthouse, Room 202**

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:02 am.
2. Roll Call: Present: Jim Braughler (Chair), Greg David, Jim Mode (Vice Chair), Michael Wineke and Lloyd Zastrow (Secretary). M. Wineke excused at 9:35 a.m. Others present: Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel), Benjamin Wehmeier (County Administrator) and Classification and Compensation Focus Group, including J.R. Klement (Parks), J. Rageth (MIS), L. Scherer (DA Office), D. Hunter (Sheriff's Office), C. Radtke (Human Resources), J. Wagner (Human Services), S. Coughlin (Highway), A. Fischer (Highway), M. Magnuson (Health Department) and S. Torgerson (Human Services).
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: Handouts for closed session only.
7. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time. T. Palm explained the item was on the agenda as a brief discussion and follow up to Highway Commissioner Kern's request to consider amending the ordinance and change all flat pay differentials to a percentage differential. T. Palm costed out the difference which is minimal. However, it is recommended that no action be taken at this time until the Classification and Compensation study is completed. This is a policy issue which may be addressed and resolved with the study. Commissioner Kern had been advised of this and he was receptive to waiting. No action taken.
8. Motion by L. Zastrow, second by J. Mode, to convene in closed session pursuant to section 19.85 (1)(e) Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session for the purpose of reviewing, interviewing and negotiating strategies in the selection of a vendor to conduct an employee classification/compensation. Roll call taken: Zastrow, Aye; Mode, Aye; Braughler, Aye; Wineke, Aye; David, Aye. Moved into closed session at 8:07 a.m.

***Note: Also present were B. Ward, B. Wehmeier, T. Palm and members of the Employee Classification and Compensation Study Focus Group.***

**Summaries of each of the three finalists were provided. The following vendors were interviewed:**

- a. **The Austin Peters Group at 8:30 a.m.**
  - b. **Carlson Dettmann Consulting at 9:00 a.m.**
  - c. **McGrath Human Resources Group at 9:30 a.m by phone**
9. Motion by J. Mode, second by L. Zastrow, to reconvene in open session for discussion and possible action regarding items discussed in closed session. Motion carried 4:0 and reconvened into open session at 10:15 a.m. J. Braughler requested a financial breakdown of each of the three finalists for a closer comparison.
  10. Approval of October 17, 2017, Minutes. **Motion by J. Mode, second by L. Zastrow, to approve the October 17, 2017 minutes, as presented. Motion carried 4:0 with 1 Abstain (G. David).**

11. September and October, 2017, Monthly Financial Reports for Human Resources and Safety reviewed. No significant changes from the prior month and within budget.
12. Report from Human Resources Director. T. Palm covered the October 2017, monthly accomplishments and goals; the vacant position and emergency help requests; a Leave of Absence denial, and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.
13. Set next meeting date and agenda items: Special meeting is scheduled at 8:00 a.m. on Wednesday, December 6, 2017, to discussion and possibly take action to select a vendor for the Classification and Compensation Study. Next regular meeting is scheduled for Tuesday, December 19, 2017 at 8:30 a.m.
14. Adjournment: **Motion by G. David, second by J. Mode, to adjourn. Motion Carried 4:0.** Meeting adjourned at 10:38 a.m.