

**HUMAN RESOURCES COMMITTEE**  
**MEETING MINUTES**  
**December 6, 2017 @ 8:00am**  
**Jefferson County Courthouse, Room 203**

1. Call to Order: Meeting called to order by Human Resources Committee Chair, Jim Braughler, at 8:01 am.
2. Roll Call: Present: Jim Braughler (Chair), Greg David, Jim Mode (Vice Chair), Michael Wineke and Lloyd Zastrow (Secretary). Others present: Terri Palm-Kostroski (Human Resources Director), Blair Ward (Corporation Counsel), Benjamin Wehmeier (County Administrator) and Classification and members of the Compensation Focus Group, including J.R. Klement (Parks), L. Scherer (DA Office), C. Radtke (Human Resources), S. Coughlin (Highway), A. Fischer (Highway).
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. Approval of November 28, 2017 Human Resources Committee Minutes. Motion by G. David, second by J. Mode, to approve the November 28, 2017 minutes as printed. Motion carried 5:0.
7. Communications: None.
8. Discussion and possible action on the selection of a final candidate to conduct a County-wide Classification and Compensation Study for Jefferson County, excluding represented law enforcement. T. Palm summarized the Employee Focus Group's discussion of the pros and cons of each of the three finalist's presentation. The overall consensus was in favor of the Austin Peters Group, citing that both owners came the distance from Kansas and Colorado for a 30-minute meeting and really did a lot of research on Jefferson County, they receive input from employees as well as management and indicated they would meet with each employee individually or in similar groups and that they strive to have the appeal process completed before the plan is adopted. The Committee further discussed the cost of each consultant, the realistic timeframe to have a plan in time for the 2019 budget, and the cost-saving alternatives that each group may have recommended. T. Palm also reviewed the responses from each consultant on follow-up questions that were asked following the November 28, 2017 meeting. Motion by G. David, second by J. Mode, to recommend the Austin Peters Group to conduct a County-wide classification and compensation study for Jefferson County, excluding represented law enforcement, subject to completion of references. Motion carried 5:0.
9. Report from Human Resources Director. T. Palm covered the November 2017, monthly accomplishments and goals; the vacant position and emergency help requests; a Leave of Absence request, and additional steps/benefits provided to current employee(s). Detailed report is available online or by request.
10. Set next meeting date and agenda items: Next regular meeting is scheduled for Tuesday, December 19, 2017 at 8:30 a.m.
11. Adjournment: **Motion by J. Mode, second by L. Zastrow, to adjourn. Motion Carried 5:0.** Meeting adjourned at 8:35 a.m.