

HUMAN RESOURCES COMMITTEE MEETING MINUTES

November 20, 2018 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, Jim Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Michael Wineke, Vice Chair. Laura Payne present at 8:32am. **Quorum established.** Others staff present: Alex Morrison, Administration Intern; Diane Nelson, Public Health Nurse Manager; Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator.
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: None.
7. Approval of October 16, 2018, Human Resources Committee Minutes. **Motion by M. Wineke, second by G. Patrick, to approve the Human Resources Committee October 16, 2018 minutes as presented. Motion passed 4:0.**
8. Discussion and possible action regarding position allocation changes for Health department Jail staffing, including consideration of the creation of a full-time Jail Public Health Nurse, an increase of hours to full-time for the Jail Nursing Supervisor and unfunding the Jail Nursing Supervisor position and consideration of contracting for services. D. Nelson, T. Palm and B. Wehmeier discussed the two recent vacancies, leaving one full-time and one weekend position for jail coverage, as well as recruitment challenges, particularly for a supervisor position in the jail-setting. Also discussed was the possibility of contracting for services.
9. **Motion by M. Wineke, second by K. Lund, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session," for the purpose of discussing a Memo of understanding regarding health insurance contributions and wages with Local 102 Bargaining unit.** Motion by L. Payne, second by K. Lund, to convene into closed session. Roll call: K. Lund, Aye; L. Payne, Aye; J. Braughler, Aye; G. Patrick, Aye; G. Patrick, Aye. Moved into closed session 8:45 a.m.

Also present: A. Morrison, T. Palm-Kostroski, B. Ward and B. Wehmeier.
10. **Motion by M. Wineke, second by K. Lund, to reconvene into open session. Motion passed 5:0. Reconvened into open session at 8:49a.m.**

Motion by M. Wineke, second by L. Payne, to approve the Memo of Understanding regarding health insurance contributions and wages with Local 102 Bargaining unit as presented. Motion passed 5:0.
11. Review of October, 2018, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **Discussion only, no action taken.**
12. Report from Human Resources Director. T. Palm reviewed the October, 2018, monthly accomplishments and goals. It

was noted that open enrollment for the health insurance and several investigations was the focus of attention in October. Also discussed were professional development opportunities for staff. There were 12 vacant positions authorized to recruit for, with 1 request pending; 1 emergency help request approved, 0 leave of absence request and no additional steps or benefits approved. **Discussion only, no action taken.**

13. Set next meeting date and agenda items: Tuesday, December 18, 2018 at 8:30 a.m. to address possible position allocation changes for Jail nursing staff.
14. Adjournment **Motion by K. Lund, second by G. Patrick, to adjourn. Motion Passed 5:0. Meeting adjourned at 9:04a.m.**