

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, July 16, 2019 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Michael Wineke, Vice Chair; Kirk Lund and Jim Schroeder. Laura Payne, Secretary, at 8:35 a.m. **Quorum established.** Others staff present: Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; J. 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: Address item 9 and 10, Closed Session and Closed Session Action, when Sheriff Milbrath arrives.
5. Public Comment: None.
6. Communications: None.
7. Approval of May 7, 2019, Human Resources Committee Minutes. **Motion by second by M. Wineke, second by J. Schroeder, to approve the Human Resources Committee May 7, 2019 minutes as presented. Motion passed 4:0.**
8. Discussion and possible action to accept grant funding through the Drug Free Communities Support Program and create one part-time Project Coordinator position at the Health Department. Discussion that the Health Officer is no longer recommending the creation of the position at this time and work will be completed by current staff. **No action taken.**
9. Discussion and update on the 2020 budget assumptions and requests. B. Wehmeier reviewed the June 20, 2019 memo to Department Heads outlining 2020 budget assumptions and guidelines, including a 1.5% COLA adjustment with step program and increase in health, dental, WRS and other insurance. T. Palm-Kostroski reviewed the reclassifications and new position requests received, as well as the overall tax-levy implication of the aforementioned costs. **No action taken.**
10. **Motion by M. Wineke, second by L. Payne, to convene into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussion a Stipulation and Order imposing discipline on one employee of the Sheriff's Office.** Roll Call: Payne, Aye; Braughler, Aye; Schroeder, Aye; Wineke, Aye; Lund, Aye. Moved into closed session at 8:47 a.m.
11. **Motion by L. Payne, second by K. Lund, to reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on one employee of the Sheriff's Office.** Moved into open session, 5:0. **Motion by M. Wineke, second by L. Payne, to approve the discipline discussed in closed session. Motion passed 5:0.**

12. Discussion and update on review of Personnel policies and the Personnel Ordinance. T. Palm-Kostroski discussed the process that the consultants were taking on reviewing the County policies and looking at best practices. It is a goal to have a final recommendation near the end of 2019, or shortly thereafter. **No action taken.**
13. Review of June, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **No action taken.**
14. Report from Human Resources Director. T. Palm reviewed the June, 2019 monthly accomplishments and goals. There were 8 vacant positions authorized to recruit for, 3 emergency help request approved, 1 leave of absence requests, 0 employees who received an extra step(s) and/or negotiated benefits. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, August 20, 2019, to include update on review of Personnel Ordinance.
16. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 9:07 a.m.**