

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, November 5, 2019 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:02 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund and Jim Schroeder. Laura Payne, Secretary, at 8:07 a.m; Michael Wineke, Vice Chair, at 8:24 a.m. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: Joleen Christine, Wells Fargo.
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 September 17, 2019, Human Resources Committee Minutes. **Motion by K. Lund, second by J. Schroeder, to approve the Human Resources Committee September 17, 2019 minutes as presented. Motion passed 3:0.**
7. Discussion of employee survey results on understanding Retirement Planning, including Deferred Compensation. T. Palm-Kostroski reviewed the results of the employee survey, inquiring staff's feedback on knowledge of retirement planning and specifically deferred compensation. **Information only, no action taken.**
8. Presentation on One America 457b Deferred Compensation Plan Administrative Plan Services proposal by Wells Fargo, Retirement Plan Consulting Services. Joleen Christine, Wells Fargo Consultant, provided information on the services offered by Wells Fargo, the funds and fees offered by One America, the savings to employees and the next steps in switching from Nationwide and Wisconsin Deferred Compensation to One America. **Information only, no action taken.**
9. Discussion and possible action Authorizing Hiring a 457(b) Deferred Compensation Plan Consultant and to Authorize a Change in Employee 457(b) Deferred Compensation Plan Provider. **Motion by J. Schroeder, second by L. Payne, to recommend a resolution to authorize Wells Fargo as the County's Deferred Compensation Plan Consultant and to authorize a change in deferred compensation plan providers to One America. Motion passed 5:0.**
10. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier provided an overview of the Introduction of the personnel policies and the idea of an Administrative Manual. T. Palm provided an update on the 24 different sections and highlighted any significant changes. Discussed having three employee/board supervisor task committees to review three major headings of employment, discipline/termination and work rules. **Information only, no action taken.**
11. Committee did not convene into closed session.
12. Review of October, 2019, Monthly Financial Reports for Human Resources and Safety. T. Palm reviewed the two budgets and current expenditures. **No action taken.**

13. Report from Human Resources Director. T. Palm reviewed the September and October, 2019 monthly accomplishments and goals. There were 9 vacant positions authorized to recruit for, 0 emergency help request approved, 0 leave of absence requests, 0 employees who received an extra step(s) and/or negotiated benefits. **No action taken.**
14. Set next meeting date and agenda items: Tuesday, November 19, 2019 and Tuesday, December 17, 2019 to include update on review of Personnel Ordinance.
15. Adjournment **Motion by L. Payne, second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 9:31 a.m.**