

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, January 14, 2020 @ 6:00 p.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 6:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; Jim Schroeder; Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Kathi Cauley, Human Services Director; Walt Christensen, Board Supervisor; Staci Hoffman, Register of Deeds; Audrey McGraw, County Clerk; Ed Morris, Board Supervisor; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; and Benjamin Wehmeier, County Administrator. Members of the public present: none.
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 November 5, 2019, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee November 5, 2019 minutes as presented. Second by L. Payne. Motion passed 5:0.**
8. Discussion and approval to terminate participation in the State of Wisconsin Deferred Compensation Program. **Motion by M. Wineke to approve a resolution for Board to terminate participation in the State of Wisconsin Deferred Compensation Program. Second by K. Lund. Motion passed: 5:0.**
9. Discussion and approval to eliminate a full-time Community Support Program Professional I/II/III position and create a full-time Community Support Program Clinical Coordinator position at Human Services. **Motion by J. Schroeder to approve a resolution to Board to eliminate a full-time Community Support Program Professional I/II/III position and create a full-time Community Support Program Clinical Coordinator position at Human Services. Second by M. Wineke. Motion passed: 5:0.**
10. Discussion and approval to reclassify the vacant CCS/YES! Supervisor position to a Mental Health Professional position in the Adult Comprehensive Community Services Team at Human Services. **Motion by M. Wineke to reclassify the vacant CCS/YES! Supervisor position to a Mental Health Professional position at Human Services. Second by L. Payne. Motion passed 5:0.**
11. Establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds, and Treasurer. Discussion of history of setting elected official salaries, review of the positions, comparable data from external counties and comparable data from internal positions. Direction to staff to complete review of positions by consultant and discuss at next meeting. **No action taken.**
12. Discussion and possible action on shared Risk Manager/Safety Officer position and Purchasing Agent position with Dodge County. **Motion by M. Wineke to proceed forward in exploring shared positions with Dodge County of a full-time Risk Manager/Safety Officer and a full-time Purchasing Agent. Second by L. Payne. Motion passed: 5:0.**

13. Discussion and update on review of Personnel Policies and the Personnel Ordinance. T. Palm-Kostroski provided committee a copy of the sections of the policies that have been reviewed and discussed with the work groups. This information will be shared with all employees with a comment period and discussed at the next County Board meeting. **Information only, no action taken.**
14. Committee did not convene into closed session.
15. Review of December, 2019 monthly financial reports for Human Resources and Safety. **Information only, no action taken.**
16. Report from Human Resources Director. **Information only, no action taken.**
17. Set next meeting date and agenda items: Friday, February 7, 2020; Tuesday, February 11, 2020; Tuesday, February 18, 2020; and Tuesday, March 18, 2020 to include update on review of Personnel Ordinance and setting elected official salaries.
18. Adjournment **Motion by L. Payne, to adjourn. Second by K. Lund. Motion passed 5:0. Meeting adjourned at 6:55 p.m.**