

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, February 7, 2020 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:00 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; Michael Wineke, Vice Chair. Jim Schroeder present at 8:05 a.m. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Audrey McGraw, County Clerk; Terri Palm-Kostroski, Human Resources Director; 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 January 14, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee January 14, 2020, minutes as presented. Second by K. Lund. Motion passed 4:0.**
8. **Motion by L. Payne to move into closed session pursuant to Wisconsin State Statutes section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing funds, or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session" for the purpose of discussing a labor negotiations and a possible labor agreement with the Labor Association of Wisconsin, Local 102. Second by K. Lund. Payne, Aye; Braughler, Aye; Lund, Aye; Wineke, Aye. Motion passed: 4:0. Moved into closed session at 8:03 a.m.**

Note: Also present: M. DeVries, T. Palm-Kostroski, and B. Wehmeier.
9. **Motion by L. Payne to reconvene into open session for possible action on items discussed in closed session. Second by M. Wineke. Moved into open session at 8:19 a.m.**
 - a. **Motion by K. Lund to recommend forward resolution to County Board to ratify the 2020-2022 Collective Bargaining Agreement with the Jefferson County Law Enforcement Officers Association, Local 102. Second by L. Payne. Motion passed: 5:0.**
10. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries. **Motion by L. Payne to amend Ordinance No 2015-30 to accept Grade 12 as the grade placement for County Clerk, Register of Deeds and Treasurer, as recommended by The Austin Peters Group. Second by K. Lund. Motion passed 5:0. Motion by J. Schroeder to amend Ordinance No 2015-30 to use the step in applicable grade at the step closest to, but not less than, the 60th percentile of market comparable data. Second by M. Wineke. Motion passed 5:0.**
11. Discuss and possible action to establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds, and Treasurer. **Motion by L. Payne to provide a 2% increase to the Register**

of Deeds and Treasurer positions for each of the four-year term and a .705% increase to the County Clerk position for each of the four-year term. Second by J. Schroeder. Motion passed 5:0.

Break: 9:25 a.m. Readjourn at 9:30 a.m.

12. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier and T. Palm-Kostroski provided information on feedback received from the employee comments, discussion from the department head meeting and discussion with employee/management group at Highway. Also, in order to ensure it is done right, may to include the final section and may not be presented to Board for vote until after April. **Information only, no action taken.**
13. Review of January, 2020, monthly financial reports for Human Resources and Safety. **Information only, no action taken.**
14. Report from Human Resources Director. **Information only, no action taken.**
15. Set next meeting date and agenda items: Tuesday, February 18, 2020; and Tuesday, March 17, 2020. Agenda items to be determined.
16. Adjournment **Motion by J. Schroeder to adjourn. Second by L. Payne, to adjourn. Motion passed 5:0. Meeting adjourned at 11:08 a.m.**