

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, February 18, 2020 @ 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; Kirk Lund; James Schroeder; Michael Wineke, Vice Chair. **Quorum established.** Laura Payne, Secretary at 8:38 a.m. Others staff present: Cindy Hamre-Incha, Clerk of Courts; Staci Hoffman, Register of Deeds; 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: Handouts None.
7. Approval of February 7, 2020, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee February 7, 2020, minutes as presented. Second by K. Lund. Motion passed 4:0.**
8. Discussion and possible action accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating a full-time Family Well-Being Coordinator position and an undetermined number of Family Well-Being Specialist positions at the Human Services Department. **Motion by J. Schroeder to approve forwarding a resolution to County Board to accept the Parents Supporting Parents Program grant funding and create a full-time Well-Being Coordinator position. Second by M. Wineke. Motion passed 4:0.**
9. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries. **Motion by J. Schroeder to accept the amendment to Ordinance No 2015-30 as printed. Second by Motion passed 3:2 (K. Lund, L. Payne).**
10. 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 M. Wineke to accept the resolution as printed. Second by J. Schroeder.**
 - **Motion by K. Lund to divide the question. Second by L. Payne. Motion passed 4:1 (M. Wineke).**
 - **Motion by J. Schroeder to accept the 60th percentile as the base for salary adjustments, as indicated in the first paragraph of printed resolution. Second by M. Wineke. Motion passed 3:2 (K. Lund, L. Payne).**
 - **Motion by J. Braughler to amend the second paragraph of the printed resolution and delete “a 0% increase in 2021 and 2022,” and add “year” to read: “After analyzing this information, the Human Resources Committee is recommending a .705% increase in each year of the four-year term of the County Clerk ...” Second by L. Payne. Motion passed 5:0.**
 - **Motion by L. Payne to accept a 2% increase to the Register of Deeds and Treasurer positions for each year of the four-year term and a .705% increase to the County Clerk position for each year of the four-year term, as indicated in the second paragraph of the amended printed resolution. Second by**

J. Schroeder. Motion passed 5:0.

11. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier and T. Palm-Kostroski provided a brief update that additional information was being collected from comparable counties as well as legal opinion. The management team will continue to meet to review additional information and policies. **Information only, no action taken.**
12. Set next meeting date and agenda items: Tuesday, March 17, 2020, at 8:30 a.m. Agenda items to be determined.
13. Adjournment **Motion by L. Payne to adjourn. Second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 10:20 a.m.**