

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Monday, March 17, 2020 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:33 a.m.
2. Roll Call: Present: James Braughler, Chair; James Schroeder; Michael Wineke, Vice Chair. Excused: Kirk Lund; Laura Payne, Secretary. **Quorum established.** Others staff present: Kathi Cauley, Human Services Director (by phone); Kirk Lund (by phone); Paul Milbrath, Sheriff; 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 March 2, 2020, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee March 2, 2020, minutes as presented. Second by M. Wineke. Motion passed 3:0.**
8. Discussion and possible action to fill the unfunded Managing Director/Business Development position at Economic Development utilizing available professional services funds. **Motion by M. Wineke, to approve filling the unfunded position. Second by J. Schroeder. Motion passed 3:0.**
9. Discussion and possible action to recommend creating one full-time Psychotherapist position in the Mental Health and AODA unit at Human Services. **Motion by J. Schroeder to recommend a resolution to the County Board to create one full-time Psychotherapist position in the Mental Health and AODA unit at Human Services. Second by M. Wineke. Motion passed 3:0.**
10. Discussion and possible action to recommend amending the Civil Service Ordinance, changing the assignment of the grievance committee required by sec. 59.26(8)(b). **Motion by J. Schroeder to recommend amending the Civil Service Ordinance, designating the Finance/Human Resources Committee as the Civil Service grievance committee, pending passage of new proposed Board rules. Second by M. Wineke. Motion passed 3:0.**
11. **Motion by M. Wineke 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 discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. Second by J. Braughler. J. Braughler: Aye; M. Wineke: Aye; J. Schroeder: Aye. Moved into closed session at 8:47a.m. Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Others present: K. Lund (by phone), P. Milbrath, T. Palm-Kostroski, B. Wehmeier.**

- **Motion by M. Wineke to reconvene to open session. Second by J. Schroeder. Motion passed 3:0. Moved into closed session at 8:54 a.m.**

 - **Motion by J. Schroeder to approve the Sheriff's recommendation of one-day suspension. Second by J. Braughler. Motion passed 3:0.**
12. Discussion and possible action related to Personnel policies and the COVID-19 pandemic. B. Wehmeier and T. Palm-Kostroski reviewed memos sent to employees and issues that still need to be covered and the moving dynamics of this crisis. This includes pending FMLA federal legislation, travel restrictions, alternate work schedules, telecommuting, and suspension of attendance policies. **Information only, no action taken.**
 13. Discussion and update on review of Personnel Policies and the Personnel Ordinance. Reported that this issue has been put on hold. **Information only, no action taken.**
 14. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge County. Reported that Dodge County staff continues wanting to pursue the joint positions. **Information only, no action taken.**
 15. Review of February, 2020, monthly financial reports for Human Resources and Safety. Nothing notable to report. **Information only, no action taken.**
 16. Report from Human Resources Director. T. Palm-Kostroski reviewed the vacant position, emergency help, and extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **Information only, no action taken.**
 17. Set next meeting date and agenda items: Tuesday, April 21, 2020, at 8:30 a.m. Agenda items to be determined.
 18. Adjournment **Motion by M. Wineke to adjourn. Second by J. Schroeder. Motion passed 3:0. Meeting adjourned at 9:43 a.m.**