

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, May 19, 2020 @ 2:00 p.m.

Jefferson County Courthouse, Room 112 and virtual via zoom.us/j/93651125900

1. Call to Order: Meeting called to order by Human Resources Director, Terri M Palm-Kostroski, at 2:00 p.m.
2. Roll Call: Present: James Braughler, Joan Fitzgerald (virtual), Laura Payne (virtual), Brandon White, and Michael Wineke (virtual). **Quorum established.** Others staff present: Terri Palm-Kostroski, Human Resources Director. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by T.Palm-Kostroski, HR Director.
4. Election of Committee Chairs. T. Palm-Kostroski called for nominations for Chair. M. Wineke nominated J. Braughler as Chair, second by L. Payne. J. Braughler elected Chair of the Human Resources Committee by unanimous vote. Chair Braughler called for nominations of vice chair. L. Payne nominated M. Wineke as Vice Chair, second by J. Fitzgerald. M. Wineke elected Vice Chair of the Human Resources Committee by unanimous vote. Chair Braughler called for nominations of secretary. B. White nominated L. Payne as secretary, second by J. Fitzgerald. L. Payne elected Secretary of the Human Resources Committee by unanimous vote.
5. Review of Agenda: No changes.
6. Public Comment: None.
7. Communications: None.
8. Approval of March 14, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee March 14, 2020, minutes as presented. Second by L. Payne. Motion passed 5:0.**
9. Determine future meeting dates and times. T. Palm-Kostroski discussed that customarily the third Tuesday of the month, at 8:30am was scheduled for the Human Resources Committee. All members present in consensus and no change recommended. **No action taken.**
10. Review of Human Resources Committee Rules. T. Palm-Kostroski discussed the rules and typical items brought before the committee, primarily consisting of personnel ordinance/policy and position changes. Discussion also regarding the assignment of the Human Resources Committee as the Civil Service Grievance Committee. **No action taken.**
11. Review of County's compensation and benefit practices. T. Palm-Kostroski reviewed with the Committee the County's job classification listing, the pay grade and step system, and current benefit offerings. **No action taken.**
12. Discussion and possible action to approve seasonal and non-classified position wages for 2021. **Motion by M. Wineke to approve seasonal and non-classified wages for 2021 as proposed, with no changes from 2020. Second by B. White. Motion passed: 5:0.**
13. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge

County. T. Palm-Kostroski updated the Committee with history of possibly sharing two positions with Dodge County, which will be put on hold due to COVID-19. **No action taken.**

14. Discussion and update on review of Personnel Policies and the Personnel Ordinance. T. Palm-Kostroski reviewed history of reviewing the County's personnel ordinance, with one major section to be reviewed just prior to the COVID19 pandemic. Due to COVID, several policies will be reviewed again, such as use of benefits and telecommuting. **No action taken.**
15. Discussion and update o COVID-19 policies and suspension of policies, including recovery plans. T. Palm-Kostroski reviewed suspension of policies currently in place and the next step of recovery. This will include ensuring proper safety measures, brining employees back to the work site who are currently telecommuting, services provide, along with other issues to be considered. **No action taken.**
16. Review of April, 2020, monthly financial reports for Human Resources and Safety. Other than charges for COVID-19 PPE, nothing notable to report. **No action taken.**
17. Report from Human Resources Director. T. Palm-Kostroski reviewed the March/April monthly report; vacant position requests; emergency help requests; extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **No action taken.**
18. Set next meeting date and agenda items: Tuesday, June 16, 2020, at 8:30 a.m. Agenda items to be determined.
19. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 2:58 p.m.**