

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, June 16, 2020 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/99844092381

1. Call to Order: Meeting called to order by Chair James Braughler at 8:32 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White; and Michael Wineke, Vice Chair (virtual). **Quorum established.** Others staff present: Marc DeVries, Finance Director (virtual); Terri Palm-Kostroski, Human Resources Director; Benjamin Wehmeier, County Administrator. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of May 19, 2020, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee May 19, 2020, minutes as presented. Second by B. White. Motion passed 5:0.**
8. Discussion and approval of temporary suspension to Attendance, Leave of Absences, Accrued Benefits, and Travel policies. **Motion by M. Wineke to approve sending the resolution to County Board approving Temporary Suspension of Personnel Provisions, as amended to provide authorization to the County Administrator until December 31, 2020 and to add comparative language to, "Now, Therefore, Be It Further Resolved that the Human Resources Committee shall meet in December, 2020, to review this resolution and are authorized to extend the County Administrator's ability to temporarily suspend personnel provisions as may be deemed necessary" and "Now, Therefore Be It Further Resolved that if the Human Resources Committee is not able to meet in December, 2020, this resolution will be extended until the next time the Committee meets." Second by L. Payne. Motion passed 5:0.**
9. Discussion and approval of the Families First Coronavirus Response Act policies. **Motion by L. Payne to approve sending the resolution to County Board to approve adoption of the Families Coronavirus Response Act policies. Second by J. Fitzgerald. Motion passed 5:0.**
10. Review of May, 2020, monthly financial reports for Human Resources and Safety. Other than charges for COVID-19 PPE, nothing notable to report. **No action taken.**
11. Report from Human Resources Director. T. Palm-Kostroski verbally presented May 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.**
12. Set next meeting date and agenda items: Tuesday, July 21, 2020, at 8:30 a.m. Agenda items to be determined.
13. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 9:15 a.m.**