

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, August 18, 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 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Elizabeth Borkowski, Public Health Nurse; Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, Human Resources Director (virtual); Gail Scott, Health Officer (virtual); Benjamin Wehmeier, County Administrator; Katrina Wichlacz, Public Health Nurse (virtual). 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: K. Wichlacz and E. Borkowski spoke regarding the amount of compensatory time public health nurses have accrued during COVID-19.
6. Communications: None.
7. Approval of June 16, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee June 16, 2020, minutes as presented. Second by J. Fitzgerald. Motion passed 5:0.**
8. Discussion of temporary suspension of personnel policies, including telecommuting, flexible scheduling, exempt compensatory time, and travel policies. Staff discussed the need to remain flexible to address unknown changes needed due to COVID-19. Specifically discussed were the pros and cons of remote working, training managers/supervisors to manage remote workers, department specificity on needs and results of remote working now and possibility in the future, traveling and returning to work. Direction to look at specific needs and recognize that each position and/or department may have different flexibility and should memorialize that in writing. **No action taken.**
9. Discussion and possible action of the temporary suspension of personnel policies, specifically regarding exempt compensatory time as it relates to COVID-19 and the CARES Act. Discussion of the number of hours that public health nurses have worked due to responding to COVID-19 and options to fairly recognize their efforts by considering carryover of time, conversion to 1:1 overtime and paid, or a combination. Staff will draft resolution to present at special Human Resources Committee meeting on September 1, 2020. **No action taken.**
10. Discussion of health and safety precautions during Covid-19. Staff reviewed the number of steps taken and ongoing to ensure that employees and general public remain safe. **No action taken.**
11. Review of July, 2020, monthly financial reports for Human Resources and Safety. Other than charges for COVID-19 PPE, nothing notable to report. K Mundt updated the committee on health insurance meetings with employees, specifically related to plan-design options and 2021 premium rates. Also advised the committee of the cost comparison of active and retiree plans. **No action taken.**
12. Review of Human Resources/Safety 2021 requested budget. T. Palm-Kostroski verbally indicated that the

option of a decrease to budget would be a delay in filling the Risk Manager/Safety Officer position. **No action taken.**

13. Report from Human Resources Director. T. Palm-Kostroski verbally presented July 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.**
14. Set next meeting date and agenda items: Tuesday, September 1, 2020, at 8:30 a.m., agenda to include consideration of public health nurse compensatory time and Dean Health insurance options for 2021. Tuesday, September 15, 2020, at 8:30 a.m., agenda items to be determined.
15. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 10:06 a.m.**