

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, September 1, 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 8:34 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual); Brandon White; Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Staci Hoffman, Register of Deeds (virtual); Audrey McGraw, County Clerk (virtual); Karen Mundt, Benefits Administrator; Terri Palm-Kostroski, Human Resources Director; Gail Scott, Health Officer (virtual); Kelly Stade, Deputy Treasurer (virtual); 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 August 18, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee August 18, 2020, minutes as presented. Second by B. White. Motion passed 5:0.**
8. 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. **Motion by J. Fitzgerald, second by B. White, to recommend forwarding the resolution suspending personnel policies specifically regarding exempt compensatory time as it relates to COVID-19 and the CARES Act for Public Health staff. Motion passed 5:0.**
9. Discussion and possible action approving health insurance plan designs for active and retiree coverages. **Motion by M. Wineke, second by J. Fitzgerald, to approve the recommendation to offer active employees two plan designs noted as Dean Plan 2-0 (\$1500/\$3000 deductible and out-of-pocket maximum) and Dean Plan 2-1 (\$1500/\$3000 deductible and \$2000/\$4000 out-of-pocket), and grandfather active employees with the low deductible plan design. Motion passed 5:0.**
10. Review of August, 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 August monthly report; vacant position requests; 0 emergency help requests; 0 extended leave of absence requests; and 0 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, September 15, 2020, at 8:30 a.m., agenda to include consideration of Retiree Dean Health insurance options for 2021.
13. Adjournment **Motion by J. Fitzgerald to adjourn. Second by B. White. Motion passed 5:0. Meeting adjourned at 9:10 a.m.**