

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, November 17, 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.** Other staff present: Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; 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 October 7, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee October 7, 2020, minutes as presented. Second by J. Fitzgerald. Motion passed 5:0.**
8. Update on COVID-19 case management and policy decisions and/or suspensions. T. Palm-Kostroski updated the Committee on the impact of COVID-19 on employees, including the number of employees required to quarantine or isolate. In addition, other suspension of personnel policies included extending carryover of compensatory time for public health nurses through December 31, 2020; change in schedule for communication operators; and paying out specific compensatory hours for public health nurses. **Discussion only.**
9. Discussion and possible action concerning the COVID-19 Temporary Telecommuting Guidelines. Discussion regarding remote work for County employees and additional guidelines to ensure employees are still professional while working remotely as well as ensuring a safe work environment. Committee concurred importance of these items. **Discussion only.**
10. Discussion and possible action extending or modifying Resolution 2020-14, Approving Temporary Suspension of Personnel Policy Provisions. **Motion by M. Wineke, to authorize the County Administrator's ability to temporarily suspend personnel provisions as may be deemed necessary through March 31, 2020, unless further action is taken by the Committee to shorten or lengthen the extension date, and a report shall be provided to the County Board summarizing the temporary suspensions made to date. Second by L. Payne. Motion passed 5:0.**
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing employment issues. **No closed session needed.**
12. Set next meeting date and agenda items: Tuesday, December 15, 2020 at 8:30 a.m. to include a report summarizing suspension of personnel policies due to COVID-19.
13. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 9:25 a.m.**