

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, January 19, 2021 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/94682887058

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: Amy Listle, Fair Park Director; 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 December 15, 2020, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee December 15, 2020, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. Discussion and possible action to create an Event Coordinator position and to unfund a vacant Marketing Specialist position at the Fair Park. **Motion by M. Wineke, to forward a resolution to County Board to unfund the vacant Marketing Specialist position at the Fair Park and fund and reclassify the Fair Park Supervisor position to focus primarily on event coordination and less on technical maintenance tasks, with the understanding the job title will be determined based on the final job description. Second by L. Payne. Motion passed 5:0.**
9. Update regarding the staffing of COVID-19 vaccination clinics. T. Palm-Kostroski and B. Wehmeier provided an update of the need for volunteers, both nursing and non-nursing staff, to successfully run the vaccination clinics. Many employees have dedicated their time to assist with the clinics, as well as hiring a LTE position to coordinate the operations of the clinics. **Information only, no action taken.**
10. Update, discussion, and possible action concerning paid leave and the expiration of the Families First Coronavirus Response Act (FFCRA), specifically the Emergency Paid Sick Leave Act (PSLA) and the Emergency Family and Medical Leave Expansion Act (EFMLEA). Information provided by T. Palm-Kostroski and B. Wehmeier concerning the expiration of the mandated FFCRA, effective December 31, 2020. There is continued discussion at the federal level of extending the FFCRA in some fashion. The County is currently tracking any time employees use due to quarantining, isolation, or caring for a child/parent due to closings due to COVID-19. Should new law require retroactive pay, the County is in a good position to implement any extension. Cost in 2020 for the FFCRA was slightly over \$200,000, which is reimbursed. **Consensus from the Human Resources Committee to continue tracking time should law require retroactive payment for COVID-19 related absences.**
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. **Motion by M. Wineke to move into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(g). Second by J. Fitzgerald. Braughler, Aye; Fitzgerald, Aye; Payne, Aye; White, Aye; Wineke, Aye. Moved into closed session at 9:17a.m.**

Note: T. Palm-Kostroski, B. Ward, and B. Wehmeier also present for closed session.

12. Reconvene into open session for possible action in items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by M. Wineke. Motion passes 5:0. Moved into open session at 9:23am. No action taken regarding closed session.**
13. Review of December 202, monthly financial reports for Human Resources and Safety. Discussion that the overage is due to purchasing PPE for COVID-19, of which is reimbursable. Question regarding subscription overage in the Human Resources budget explained by T. Palm-Kostroski that the item was budgeted in the Safety budget but expended in the Human Resources budget. **No action taken.**
14. Report from Human Resources Director. T. Palm-Kostroski provided a verbal report of recruitment efforts in the last month, emergency help request continuing in Health Department, bonuses provided at the end of 2020 for Human Services licensed staff and other employees performing outside scope of job, three new hires starting above minimum, and COVID-19 activities in December. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, February 16, 2021, at 8:30 a.m.
16. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 9:36 a.m.**