

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, February 16, 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: 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: T. Palm-Kostroski distributed information from Employee Benefits Corporation concerning COVID-19 relief as it applies to Health Care and Dependent Care FSAs.
7. Approval of January 19, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee January 19, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 5:0.**
8. Discussion and possible action approving a report extending Resolution 2020-14, Approving Suspension of Personnel Policy Provisions, and summarizing additional suspension of personnel policy provisions. **Motion by J. Fitzgerald to approve extending the County Administrator's authority to temporarily suspend personnel policy provisions according to Resolution 2020-14 and forwarding the report summarizing current suspensions to County Board. Second by L. Payne. Motion passed 5:0.**
9. Discussion and possible action approving a resurvey of market compensation. T. Palm-Kostroski and B. Wehmeier discussed studies completed by other counties affecting market competitiveness, as well as difficulty to recruit and retain specific positions. The Austin Peters Group provided written correspondence of three alternatives to review the market. **Motion by M. Wineke to approve entering into an agreement with the Austin Peters Group to provide a market update based on Option 3 provided, resurveying the comparable market for approximately 80 positions, and recommending any movement in pay ranges, individual/position changes, and compression calculations based on the new ranges. Second by L. Payne. Motion passed 5:0.**
10. 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 a possible employment law claim against Jefferson County and Wisconsin State Statute Section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter..." for the purpose of discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.* **Motion by J. Fitzgerald to move into closed session pursuant to Wisconsin State Statute Section 19.85 (1)(g) and Section 19.85 (1)(b). Second by L. Payne. Braughler, Aye; Fitzgerald, Aye; Payne, Aye; White, Aye; Wineke, Aye. Moved into closed session at 9:03 a.m.**

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

11. Reconvene into open session for possible action in items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by B. White. Motion passes 5:0. Moved into open session at 9:27am. No action taken regarding closed session.**
12. Review of January 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. 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, one new hire starting above minimum, and COVID-19 activities and recruitment for the Human Resources Coordinator II position in January. **No action taken.**
14. Set next meeting date and agenda items: Tuesday, March 23, 2021 8:30 a.m. to include confirmation of health care and dependent care FSA election amendments and the creation of two new Mental Health School Professionals in the Human Services Budget.
15. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 9:34 a.m.**