

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, March 23, 2021 @ 8:30 a.m.

Jefferson County Courthouse, Room 205 and virtual via zoom.us/j/97873260337

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 at 8:31am); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Kathi Cauley, Human Services Director; Marc DeVries, Finance Director; Donald Hunter, Captain; Terri Palm-Kostroski, Human Resources Director; Jeffrey Parker; Chief Deputy; 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 February 16, 2021, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee February 16, 2021, minutes as presented. Second by B. White. Motion passed 4:0.**
8. Discussion and possible action recommending two full-time Mental Health School Social Worker positions at Human Services. **Motion by B. White to approve the creation of two full-time School Psychotherapist positions at the Human Services Department. Second by M. Wineke. Motion passed 5:0.**
9. Update and discussion of the Federal American Rescue Plan and how it may apply to Jefferson County. T. Palm-Kostroski and M. DeVries provided an update on the ARPA, specifically addressing paid leave, Dependent Care Assistance Program, and the Employee Retention Credit, and how the tax credit process works. Information only. **No action taken.**
10. Discussion and possible action approving optional COVID relief for employees electing Dependent Care Flexible Spending (FSA), permitting election changes on a quarterly basis without an IRS-approved qualifying change of status event for plan year ending 2021. **Motion by M. Wineke to approve allowing employees to make changes on a quarterly basis to their dependent care flexible spending. 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 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 M. Wineke. Braughler, Aye; Fitzgerald, Aye; Payne, Aye; White, Aye; Wineke, Aye. Moved into closed session at 9:03 a.m.**

Note: M. DeVries, D. Hunter, T. Palm-Kostroski, J. Parker, and B. Wehmeier also present for closed session, with

D. Hunter and J. Parker absent for discussion under 19.85 (1)(g).

12. Reconvene into open session for possible action in items discussed in closed session. **Motion by B. White, to reconvene into open session. Second by L. Payne. Motion passed 5:0. Moved into open session at 9:35am.**
Motion taken as Civil Service Commission:
 - a. **Motion by M. Wineke to approve the two disciplinary recommendations proposed by the Sheriff as stipulated and discussed in closed session. Second by B. White. Motion passed 5:0.**
13. Review of February 2021 monthly financial reports for Human Resources and Safety. Information only. **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, one new hire starting above minimum and an extra week of vacation, and COVID-19 activities and training for the Human Resources Coordinator II position. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, April 20, 2021 8:30 a.m.
16. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 9:43 a.m.**