

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, April 20, 2021 @ 8:30 a.m.

Jefferson County Courthouse, Room 202 and virtual via zoom.us/j/97873260337

1. Call to Order: Meeting called to order by Chair James Braughler at 8:32 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary (virtual at 8:35am); Michael Wineke, Vice Chair. Excused: Brandon White. **Quorum established.** Other staff present: Terri Palm-Kostroski, Human Resources Director; J Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator; Yelena Zarwell, Assistant Corporation Counsel. 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 March 23, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee March 23, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 3:0.**
8. Discussion and possible action extending the Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act as provided under the Federal American Rescue Plan Act. Palm-Kostroski and Wehmeier provided an update that the extension of the FFCRA, with some modifications, is a voluntary option for private sector employers with 500 or less employees. Guidance is still pending if this will be available to local government. County is tracking time employees use in case a tax credit for time used becomes available to the County. **No action taken.**
9. Discussion and update on review of Personnel Policies and the Personnel Ordinance. Palm-Kostroski and Wehmeier provided an update on starting back up with the personnel policy updates, but most specifically, to formalize policies under the emergency/temporary policies that exist only through June 30, 2021. Also discussed was a draft remote/telecommuting policy, allowing flexibility with expectations. Consensus of Human Resources Committee that the draft policy is heading in the right direction. Staff will work on getting feedback, finalize the final policy, bring back to the May Human Resources Committee and to Board. **No action taken.**
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 M. Wineke. Braughler, Aye; Fitzgerald, Aye; Wineke, Aye; Payne, Aye. Moved into closed session at 9:03 a.m.**

*Note: Palm-Kostroski, Ward, Wehmeier, and Zarwell also present for closed session.*

11. Reconvene into open session for possible action in items discussed in closed session. **Motion by M. Wineke, to reconvene into open session. Second by L. Payne. Motion passed 4:0. Moved into open session at 9:18am. No action taken.**
12. Review of March 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. Palm-Kostroski reviewed report, included in packet. **No action taken.**
14. Set next meeting date and agenda items: Tuesday, May 18, 2021 8:30 a.m.
15. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 4:0. Meeting adjourned at 9:30 a.m.**