

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, May 18, 2021 @ 8:30 a.m.
Jefferson County Courthouse, Room 202 and virtual via zoom

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: Marc DeVries, Finance Director; Terri Palm-Kostroski, Human Resources Director; J Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: Jim Jermain (virtual).
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 April 20, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee April 20, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 5:0.**
8. Discussion and possible action approving non-classified positions' rates of pay for 2022 budget and adjusting for 2021. Discussion on challenges of recruitment and retention and additional data will be gathered through the market study in July on seasonal positions. Consensus of committee to review again after market study is completed. **No action taken.**
9. 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. **Motion by M. Wineke to extend the Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion Act as provided under the American Rescue Plan Act of 2021, through September 30, 2021. Second by B. White. Motion passed 5:0.**
10. Discussion and possible action on amending the Personnel Ordinance and adopting a Remote Work/Telecommuting policy. Consensus to finalize draft for next meeting. **No action taken.**
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.* **Committee did not go into closed session or discuss any closed session item.**
12. Reconvene into open session for possible action in items discussed in closed session. **Committee did not convene into closed session.**
13. Review of April 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**

14. Report from Human Resources Director. Palm-Kostroski reviewed report, included in packet. **No action taken.**
15. Set next meeting date and agenda items: Tuesday, June 15, 2021, 8:30 a.m. Items to include a telecommuting policy.
16. Adjournment **Motion by J. Fitzgerald to adjourn. Second by B. White. Motion passed 5:0. Meeting adjourned at 9:03 a.m.**