

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, June 15, 2021 @ 8:30 a.m.
Jefferson County Courthouse, Room 205 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); Michael Wineke, Vice Chair. Excused: Brandon White. **Quorum established.** Other staff present: Donald Hunter, Captain; Margarete Gray, Captain; Travis Maze, Captain; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; J 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 May 18, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee May 18, 2021, minutes as presented. Second by J. Fitzgerald. Motion passed 4:0.**
8. Discussion and possible action to create one part-time Program Assistant Position at the Health Department. No discussion. **No action taken.**
9. Discussion and possible action amending the Personnel Ordinance and adopting a Remote Work/Telecommuting policy. **Motion by J. Fitzgerald to recommend to County Board an amendment to the Personnel Ordinance, creating a formal Remote Work/Telecommuting policy. Second by M. Wineke. Motion passed 4:0.**
10. Convene into closed session pursuant to 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. *There will be three items for discussion. Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: Captains Gray, Hunter and Maze; Sheriff Milbrath; Human Resources Director Palm; Corporation Counsel Ward; Administrator Wehmeier.* **Motion by M. Wineke to convene into closed session pursuant to Wisconsin Statute section 19.85 (1)(b). Second by J. Fitzgerald. Fitzgerald, Aye; Wineke, Aye; Payne, Aye; Braughler, Aye. Convened into closed session at 8:48a.m.**
11. Reconvene into open session for possible action on approving a Stipulation and Order on up to three employees of the Sheriff's Office. **Motion by J. Fitzgerald to convene into open session. Second by L. Payne. Motion passed 4:0. Convened into open session at 9:10 a.m.**
 - a. **Motion by M. Wineke to approve each of the three Stipulation and Orders as recommended by Sheriff Milbrath. Second by J. Fitzgerald. Motion passed 4:0.**
12. Review of May 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, July 20, 2021, 8:30 a.m. Items to be determined.

15. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 4:0. Meeting adjourned at 9:20 a.m.**