

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, August 17, 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); Brandon White (virtual); Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Kathleen Cauley, Human Services Director (virtual); Donald Hunter, Captain; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; Paul Milbrath, Sheriff; J Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator (virtual). Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Item #9 on agenda not noticed timely, no discussion or action will take place. Item #12 and #13 on agenda will be moved after item #7 on agenda.
5. Public Comment: None.
6. Communications: K. Cauley discussed the need for a Psychiatric Nurse Practitioner/Prescriber at Human Services, which is included in the 2022 budget requests. County Administrator will present request to County Board in September. 2022 Dean Health Insurance rates shared with Committee in conjunction with item #11 on agenda.
7. Approval of June 15, 2021, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee June 15, 2021, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. 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 an employee(s) 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: Captain Hunter, Sheriff Milbrath; Human Resources Director Palm; Chief Deputy Parker, 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. Braughler, Aye; Fitzgerald, Aye; Wineke, Aye; White, Aye; Payne, Aye. Convened into closed session at 8:39a.m.**
9. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on an employee(s) of the Sheriff's Office. **Motion by J. Fitzgerald to convene into open session. Second by M. Wineke. Motion passed 5:0. Convened into open session at 9:05 a.m.**
 - a. **Motion by L. Payne to approve each of the three Stipulation and Orders as recommended by Sheriff Milbrath. Second by B. White. Motion passed 5:0.**
10. Discussion of the Position Market Study and possible action selecting market placement. Discussion only. **No action taken.**
11. Discussion and possible action creating a Psychiatric Nurse Practitioner/Prescriber position at the Human Services Department. No discussion or action. Not noticed timely.
12. Discussion and possible action selecting CLF Asset Management, contracted with Wisconsin Counties Association,

to offer a voluntary benefit of Retirement and Long-term Care Planning for County employees and elected officials. A brief video presentation was shared reviewing handouts distributed. **Motion by M. Wineke to approve offering a voluntary benefit of Retirement and Long-term Care Planning for County employees and elected officials through CLF Asset Management and subsidized through Wisconsin Counties Association. Second by J. Fitzgerald. Motion passed 5:0.**

13. Update and discussion of 2022 personnel requests and insurance forecasts for 2022 and future years. T. Palm-Kostroski updated committee on various new position requests and the 2022 insurance rates. Further discussion regarding future year increases. J. Fitzgerald suggested re-forming insurance committee. **No action taken.**

Note: B. White excused at 9:45 a.m.

14. Review of July 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
15. Report from Human Resources Director. Palm-Kostroski reviewed report, included in packet. **No action taken.**
16. Set next meeting date and agenda items: Tuesday, September 21, 2021, 8:30 a.m. Items to be determined. *Note: J. Fitzgerald excused for September 21, 2021, meeting.*
17. Adjournment **Motion by M Wineke to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 9:55 a.m.**