

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, September 21, 2021, 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; Laura Payne, Secretary (virtual); Brandon White (virtual); Michael Wineke, Vice Chair. Excused: Joan Fitzgerald. **Quorum established.** Other staff present: Marc DeVries, Finance Director (virtual); Alice Fischer (virtual); Ann Jenswold (virtual); Sarana Stolar (virtual); Terri Palm-Kostroski, Human Resources Director; Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator; Yelena Zarwell, Assistant Corporation Counsel (virtual). Members of the public present: Unidentified Virtual participant.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Discussion only. No changes made.
5. Public Comment: None.
6. Communications: None.
7. Approval of August 17, 2021, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee August 21, 2021, minutes as presented. Second by B. White. Motion passed 4:0.**
8. Discussion and possible action to approve the 2021 Classification market Study. **Motion by M. Wineke to approve the 2021 Classification Market Study as presented. Second by L. Payne. Motion passed 4:0.**
9. Discussion and possible action approving Seasonal and Non-Classified position rates for 2022. **Motion by B. White to approve the 2022 Seasonal and Non-Classified position rates as presented. Second by L. Payne. Motion passed 4:0.**
10. Discussion and possible action concerning eligibility for retiree health coverage. Discussion of active employees subsidizing rates for retirees on the County's health insurance plan as well as maintaining consistency with the majority of other members of the Jefferson Dodge Benefit Consortium. **Motion by M. Wineke to approve recommending the resolution to County Board amending the eligibility and plan design for retirees as presented in the draft resolution, with clarification in the fiscal note. Second by L. Payne. Motion passed 4:0.**
11. Discussion and possible action on amending Resolution 2004-50 regarding insurance coverage for County employees on active military duty and their families and Resolution 2004-51 regarding vacation accrual for County employees on active military duty. Discussion only. Request to discuss further at next meeting including possibility to amend personnel ordinance to incorporate resolutions. **No action taken.**
12. Update and discussion concerning COVID policy and trends for Jefferson County employees. Information provided by T. Palm-Kostroski and B. Wehmeier. **No action taken.**

13. Discussion on President Biden's Executive Order mandating vaccinations and/or weekly testing for certain employees. Information provided by T. Palm-Kostroski and B. Wehmeier. **No action taken.**
14. Review of August 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, with a time change to 8:00 a.m. Items to include amending the Personnel Ordinance, Military Leave Procedure.
17. Adjournment **Motion by B. White to adjourn. Second by L. Payne. Motion passed 4:0. Meeting adjourned at 9:28 a.m.**