

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, November 16, 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; Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Cindy Hamre-Incha, Clerk of Courts; Terri Palm-Kostroski, Human Resources Director; Sarana Stolar (virtual); Blair Ward, Corporation Counsel; Jennifer Weber, FCC Director/Court Commissioner; and Benjamin Wehmeier, County Administrator. Members of the public present: Niki Englert (virtual); Jan Johnston; Dina Mueller (virtual); Aleah Streng.
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: Jan Johnston and Aleah Streng addressed item #10, Discussion on President Biden's Executive Order mandating vaccinations and/or weekly testing for certain employees.
6. Communications: None.
7. Approval of September 21, 2021, Human Resources Committee Minutes. **Motion by B. White to approve the Human Resources Committee September 21, 2021, minutes as presented. Second by M. Wineke. Motion passed 5:0.**
8. Discussion and possible action on amending Personnel Ordinance HR0461, Military Leave Procedure, to incorporate 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 and rescind Resolution 2004-50 and Resolution 2004-51. Staff presented draft resolution for review. Committee requested to finalize draft and present at next Human Resources Committee meeting. **No action taken.**
9. Update and discussion concerning COVID policy and trends for Jefferson County employees. Information provided by T. Palm-Kostroski and B. Wehmeier. **No action taken.**
10. 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.**
11. Review of October 2021 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**

Note: B. White excused at 8:55 a.m.
12. Report from Human Resources Director. Palm-Kostroski provided verbal report. **No action taken.**
13. Set next meeting date and agenda items: Tuesday, December 21, 2021. Items to include amending the Personnel Ordinance, Military Leave Procedure, and discussion of setting Elected Official Salaries for next term.
14. Adjournment **Motion by J. Fitzgerald to adjourn. Second by M. Wineke. Motion passed 4:0. Meeting adjourned at 8:59 a.m.**