

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, April 12, 2022 @ 4:00 p.m.
Jefferson County Courthouse, Room 112 and virtual via zoom

1. Call to Order: Meeting called to order by Chair James Braughler at 4:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White (present at 4:10 p.m.); and Michael Wineke, Vice Chair. **Quorum established.** Other staff present: Terri Palm-Kostroski, Human Resources Director; Sarana Stolar, Paralegal (virtual); Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator; and Yelena Zarwell, Assistant Corporation Counsel. Members of the public present: None.
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 February 7, 2022, and March 3, 2022, Human Resources Committee Minutes. **Motion by L. Payne to approve the Human Resources Committee February 7, 2022, minutes and March 3, 2022, minutes as presented. Second by M. Wineke. Motion passed 4:0.**
8. Discussion and possible action to create a full-time Community Health Worker position at the Health Department. **Motion by M. Wineke to recommend to County Board the creation of a full-time Community Health Worker position at the Health Department. Second by J. Fitzgerald. Motion passed 5:0.**
9. Discussion of Recruitment and Retention strategy. Discussion from T. Palm-Kostroski and B. Wehmeier of strategies the County is investigating, including referral bonuses, hire on bonuses, flexible scheduling/remote work, additional vacation/time off, and the hiring of a Recruitment and Retention position in Human Resources who will be dedicated to contacting potential candidates, screening candidates, completing on-stay interviews, among other strategies to recruit and retain. **No action taken.**
10. Review of February 2022 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
11. Report from Human Resources Director. Palm-Kostroski provided verbal report. **No action taken.**
12. Set next meeting date and agenda items: Tentatively Tuesday, May 17, 2022, at 8:30am.
13. Adjournment. **Motion by L. Payne to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 4:45 p.m.**