

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, May 17, 2022 @ 8:30 a.m.-corrected
Jefferson County Courthouse, Room 202 and virtual via zoom

1. Call to Order: Meeting called to order by County Administrator, Benjamin Wehmeier, at 8:31 a.m.
2. Roll Call: Present: James Braughler, Joan Fitzgerald; Timothy Mielke (virtual), Meg Turville-Heitz. Excused: Michael Wineke. **Quorum established.** Other staff present: Marc DeVries, Finance Director; Donald Hunter, Captain; Travis Maze, Captain; Terri Palm-Kostroski, Human Resources Director; Jeffrey Parker, Chief Deputy; Mary Roberts, County Board Supervisor (virtual); Benjamin Wehmeier, County Administrator. Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Election of Committee Officers.
 - a. Motion by J. Fitzgerald to nominate J. Braughler for Chair. Second by T. Mielke. B. Wehmeier moved for affirmation of J. Braughler as Committee Chair. Motion passed 4:0.
 - b. Motion by J. Fitzgerald to nominate J. Fitzgerald for Vice Chair. Second by M. Turville-Heitz. J. Braughler moved for affirmation of J. Fitzgerald for Vice Chair. Motion passed 4:0.
5. Review of Agenda: Discussion only. No changes made.
6. Public Comment: None.
7. Communications: None.
8. Approval of April 12, 2022, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee April 12, 2022, minutes as presented. Second by T. Mielke. Motion passed 4:0.**
9. Determine future meeting dates. 8:30am on third Tuesday of the month for June and July 2022; thereafter, 3:00pm on the third Tuesday of the month.
10. Review of Human Resources Committee Rules. Discussion only. No action taken.
11. Review of the County's compensation and benefits practices. Discussion only. No action taken.
12. Discussion and possible action recommending elimination of a vacant part-time Financial Systems Specialist position and creation of a full-time Budget Analyst I position in the Finance Department. **Motion by J. Fitzgerald to recommend the elimination of a part-time Financial Systems Specialist position and the creation of a full-time Budget Analyst position in the Finance Department as presented in draft resolution. Second by M. Turville-Heitz. Motion passed 4:0.**
13. Discussion and possible action to approve seasonal and non-classified position wages for 2023. **Motion by M. Turville-Heitz to approve the seasonal and non-classified position wages for 2023 as recommended. Second by J. Fitzgerald. Motion passed 4:0.**
14. Review of role of the Jefferson County Civil Service Grievance Committee. Discussion only. No action taken.
15. Discussion and possible action recommending suspension of the Civil Service Ordinance hiring procedure, specifically waiving education requirement a time of hire. **Motion by T. Mielke to recommend the suspension of the Civil Service Ordinance hiring procedure, waiving the 60-credit college educational requirement upon hire. Second by M. Turville-Heitz. Motion carried 4:0.**

16. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) 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. **Motion by J. Fitzgerald to move into closed session. Second by M. Turville-Heitz. J. Braugher, Aye; J. Fitzgerald, Aye; M. Turville-Heitz, Aye; T. Mielke, Aye. Moved into closed session at 9:40 a.m.**

Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: D. Hunter, T. Maze, T. Palm-Kostroski, J. Parker, and B. Wehmeier.

17. 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 M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 4:0. Reconvened into open session at 9:58 a.m.**

Motion by J. Fitzgerald to approve the Stipulation and Order imposing disciplines as recommended by the Sheriff. Second by M. Turville-Heitz. Motion passed 4:0.

18. Review of April 2022 monthly financial reports for Human Resources and Safety. Information only. No action taken.
19. Report from Human Resources Director. Palm-Kostroski provided verbal report. No action taken.
20. Set next meeting date and agenda items. Tuesday, June 21, 2022, at 8:30 a.m. to include an update on Personnel Ordinance project.
21. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by T. Mielke. Motion passed 4:0. Meeting adjourned at 10:12 a.m.**