

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, June 21, 2022 @ 8:30 a.m.
Jefferson County Courthouse, Room 205 and virtual via zoom

1. Call to Order: Meeting called to order by Chair Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Timothy Mielke; Meg Turville-Heitz; and Michael Wineke. **Quorum established.** Other staff present: Joan Callan, County Board Supervisor; Walt Christensen, County Board Supervisor (virtual); David Drayna, County Board Supervisor; Captain Donald Hunter; Anita Martin, County Board Supervisor (virtual); Sheriff Paul Milbrath; Jessica Olszewski, Human Resources Coordinator; Terri Palm-Kostroski, Human Resources Director; Chief Deputy Jeffrey Parker; Joseph Rains, Human Resources Recruitment and Retention Specialist; Mary Roberts, County Board Supervisor (virtual); Sarana Stolar, Corporation Counsel Paralegal (virtual); Jessica Tucker, Human Resources Benefits Administrator; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: None.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Requested by Chair Braughler to move items 10 and 11 addressing the Civil Service Ordinance after item 7, approval of the minutes, and to move item 6a, review of Personnel Ordinance Sections, after item 9, possible approval of side letters of agreement.
5. Public Comment: None.
6. Communications: T. Palm-Kostroski introduced new members of the Human Resources staff: Jessica Tucker, Benefits Administrator; Jessica Olszewski, Human Resources Coordinator; and Joe Rains, Recruitment and Retention Specialist. (Item 6a. Personnel Ordinance Sections concerning Employment moved after possible approval of side letters of agreement.)
7. Approval of May 17, 2022, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee May 17, 2022, minutes as corrected. Second by M. Turville-Heitz. Motion passed 5:0.**
8. Discussion and possible action recommending suspension of the Civil Service Ordinance hiring procedure, specifically waiving educational requirement at time of hire (item 11 on agenda). **Motion by J. Fitzgerald to add language to the resolution addressing the resolution would be in effect until the Civil Service Ordinance is amended. Second by M. Turville-Heitz. Motion passed 5:0. Motion by J. Fitzgerald to recommend the amended resolution to County Board. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action recommending to repeal and replace the Civil Service Ordinance (item 10 on agenda). Discussion only, no action taken.
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" for the purpose of discussing and considering approval of two letters of agreement with Local 102 of the Labor Association of Wisconsin, addressing utilization of Support Service Deputies in the jail and addressing the procedure for scheduling overtime with less than 48-hours' notice (item 8 on agenda). **Motion by J. Fitzgerald to move into closed session. Second by T. Mielke. J. Braughler, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye; T. Mielke, Aye. Moved into closed session at 10:02 a.m. Also present: D. Drayna, D. Hunter, P. Milbrath, J. Olszewski, T. Palm-Kostroski, J. Parker, J. Rains, J. Tucker, B. Ward, and B. Wehmeier.**

11. Reconvene into open session for possible action on approving two Side Letters of Agreement with Local 102 of the Labor Association of Wisconsin (item 9 on agenda). **Motion by M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 5:0. Reconvened into open session at 10:23 a.m.**

Motion by M. Wineke to approve the Side Letter of Agreement with Local 102 regarding shift/work hours of the Deputies assigned to the Support Services Division of the Sheriff's Office. Second by J. Fitzgerald. Motion passed 5:0.

Motion by J. Fitzgerald to approve the Side Letter of Agreement with Local 102 regarding modifying Article 10-Overtime, Section 10.09, and the procedure for pre-scheduled overtime or vacant shift assignments with less than forty-eight hours before commencement of overtime or vacant shift. Second by T. Mielke. Motion passed 5:0.

12. Communications-Personnel Ordinance Sections concerning Employment (item 6a. on agenda). T. Palm-Kostroski reviewed the draft of Personnel Ordinance, sections 100 – 200. Discussion only, no action taken.
13. Review of June 2022 monthly financial reports for Human Resources and Safety (item 12 on agenda). Information only. No action taken.
14. Report from Human Resources Director (item 13 on agenda). T. Palm-Kostroski provided verbal report, including 14 vacant positions since May 2022 meeting; 1 emergency help request; 5 employees receiving extra steps and/or benefits upon hire and 2 current employees receiving extra steps with meeting licensure status; and update on Human Resources activities in the last month focusing on orientation with 31 new hires; health insurance renewal; and 2023 budget personnel wages and benefits. No action taken.
15. Set next meeting date and agenda items (item 14 on agenda). Tuesday, July 19, 2022, at 8:30 a.m. to include discussion and possible action to repeal and replace the Civil Service Ordinance and an update on Personnel Ordinance project starting with Section 500.
16. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by T. Mielke. Motion passed 5:0. Meeting adjourned at 11:11 a.m.**