

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, August 16, 2022 @ 3:00 p.m.
Jefferson County Courthouse, Room 205 and virtual via zoom

1. Call to Order: Meeting called to order by Chair Braughler at 3:00 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; and Michael Wineke. **Quorum established.** Other staff present: Marc DeVries, Finance Director (virtual); Captain Margo Gray; Captain Donald Hunter; Captain Travis Maze Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator. Members of the public present: Chris Kramer, R&R Insurance; Chad Robinson, R&R Insurance; and Shay Sherfinski, R&R Insurance.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No action taken.
5. Public Comment: None.
6. Approval of June 21, 2022, and July 6, 2022, Human Resources Committee Minutes. **Motion by J. Fitzgerald to approve the Human Resources Committee June 21, 2022, minutes and the July 6, 2022, minutes, as presented. Second by M. Turville-Heitz. Motion passed 4:0 with 1 vacant.**
7. Communications: Presentation from C. Kramer, C. Robinson, and S. Sherfinski regarding services offered by R&R Insurance.
8. Discussion and possible action approving a benefits broker for the remainder of 2022 and 2023. **Motion by J. Fitzgerald to approve R&R Insurance as the Benefits broker for Jefferson County through 2023. Second by M. Wineke. Motion passed: 4:0 with 1 vacant.**
9. Discussion and possible action recommending the Civil Service Ordinance 2012-06 for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy positions. **Motion by M. Turville-Heitz to recommend amendment to the Civil Service Ordinance 2012-06 as presented with changes recommended. Second by M. Wineke. Motion passed 4:0 with 1 vacant.**
10. 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 of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: M. Gray, D. Hunter, T. Maze, P. Milbrath, T. Palm-Kostroski, B. Ward, and B. Wehmeier.* **Motion by M. Wineke to move into closed session under Wisconsin State Statute section 19.85(1)(b) for the purpose of discussing a Stipulation and Order imposing discipline on an employee of the Sheriff's Office. Second by J. Fitzgerald. J. Braughler, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye. Moved into closed session at 4:04 p.m.**
11. Reconvene into open session for possible action on approving two Side Letters of Agreement with Local 102 of the Labor Association of Wisconsin. **Motion by M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 4:0 with 1 vacant. Reconvened into open session at 4:11 p.m.**

Motion by M. Wineke to approve the Stipulation and Order imposing discipline on an employee of the Sheriff's Office as recommended by the Sheriff. Second by M. Turville-Heitz. Motion passed 4:0 with 1 vacant.

12. Update and discussion of FY2023 Budget, including impact of health insurance and market analysis. T. Palm-Kostroski and B. Wehmeier discussed renewal quotes, options, and procedures/process for health insurance in 2023 as well as the initial findings of a market study conducted by Human Resources. No action taken.
13. Communications-Personnel Ordinance Sections concerning Employee Files and Records and Hours of Work. T. Palm-Kostroski reviewed the draft of Personnel Ordinance, sections 500 -600. Discussion only, no action taken.
14. Review of July 2022 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. No action taken.
15. Report from Human Resources Director. T. Palm-Kostroski reviewed written report included in packet. No action taken.
16. Set next meeting date and agenda items. Discussion to cancel the September 20, 2022, meeting at 3:00 p.m. and reschedule to Friday, September 16, 2022, at 8:30 a.m. Discussion to change the start time of future meetings from 3:00 p.m. to 8:30 a.m. Future agenda items to include discussion and possible action concerning 2023 health insurance plan(s), results of market study, and update on Personnel Ordinance project starting with Section 700.
17. Adjournment **Motion by M. Wineke to adjourn. Second by J. Fitzgerald. Motion passed 4:0 with 1 vacant. Meeting adjourned at 5:00 p.m.**