

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Friday, September 16, 2022 @ 8:30 a.m.**  
**Jefferson County Courthouse, Room 202, and Videoconference**

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; Michael Wineke; and Karl Zarling. **Quorum established.** Other staff present: Patricia Cicero, LWCD Director; Captain Travis Maze (virtual); Terri Palm-Kostroski, Human Resources Director; Sarana Stolar, Paralegal II (virtual); Joe Strupp, Resource Conservationist; 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: No action taken.
5. Public Comment: None.
6. Approval of August 16, 2022, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee August 16, 2022, minutes, as presented. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: Appointment of Karl Zarling to the Human Resources Committee to fill an unexpired term ending April 23, 2024.
8. Discussion and possible action eliminating a vacant full-time GIS and Land Use Specialist III position and creating a full-time Resource Conservationist position in the Land and Water Conservation Department. **Motion by M. Turvill-Heitz to recommend the elimination of a vacant, full-time GIS and Land Use Specialist III position and creation of a full-time Resource Conservationist position in the Land and Water Conservation Department to County Board. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action on employee health insurance options for the 2023 budget. B. Wehmeier and T. Palm-Kostroski presented data on health insurance costs and the cash-opt option in the 2023 proposed budget. **Discussion only, no action taken.**
10. Discussion and possible action on the position market study completed in August 2022. **Discussion only, no action taken.**
11. 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 discussion and possible action on labor negotiation strategy and continuing Memorandums of Understanding. *Note: also present: T. Maze, T. Palm-Kostroski, B. Ward, and B. Wehmeier.* **Motion by J. Fitzgerald to move into closed session under Wisconsin State Statute section 19.85(1)(e) for the purpose of discussing and possible action on labor negotiation strategy and continuing Memorandums of Understanding. Second by M. Turville-Heitz. J. Braughler, Aye; K. Zarling, Aye; M. Turville-Heitz, Aye; J. Fitzgerald, Aye; M. Wineke, Aye. Moved into closed session at 9:16 a.m.**
12. Reconvene into open session for possible action on items discussed in closed session. **Motion by M. Wineke to reconvene into open session. Second by M. Turville-Heitz. Motion passed 5:0. Reconvened into open session at 9:48 a.m. No action taken.**

13. Review of August 2022 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. **No action taken.**
14. Report from Human Resources Director. T. Palm-Kostroski reviewed written report included in packet. **No action taken.**
15. Set next meeting date and agenda items. Reminder that next meeting will be at the Highway department, scheduled for Tuesday, October 18, 2022, at 8:30 a.m. Future agenda items to include results of market study and update on Personnel Ordinance project starting with Section 700. **No action taken.**
16. Adjournment **Motion by M. Wineke to adjourn. Second by M. Turville-Heitz. Motion passed 5:0. Meeting adjourned at 9:48 a.m.**