

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, January 17, 2023 @ 8:30 a.m.
Jefferson County Highway Committee Room, and Videoconference

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; Meg Turville-Heitz; and Karl Zarling (virtual). Excused: Michael Wineke. **Quorum established.** Other staff present: Don Hunter, Chief Deputy; Terri Palm-Kostroski, Human Resources Director; Jessica Tucker, Benefits Administrator; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator; and Matt Zangl, Zoning and Land Information Director. Members of the public present: Charley (virtual).
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 January 17, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee January 17, 2023, minutes, as presented. Second by M. Turville-Heitz. Motion passed 4:0.**
7. Communications: None.
8. Discussion and possible action accepting the Wisconsin NextGen 911 grant and funding a limited-term GIS intern position in the Land Information Office division of the Zoning Department. **Motion by M. Turvill-Heitz to recommend acceptance of the Wisconsin NextGen 911 grant and funding the GIS Intern position in the Land Information Office Division to County Board. Second by J. Fitzgerald. Motion passed 4:0.**
9. Discussion and possible action approving the *Employee Medical Insurance Opt Out Incentive Plan* policy and procedure. **Motion by J. Fitzgerald to approve the *Employee Medical Insurance Opt Out Incentive Plan* policy and procedure for Human Resources. Second by K. Zarling. Motion passed 4:0.**
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 discussion and possible action on labor negotiation strategy. Note: also present: D. Hunter, T. Palm-Kostroski, J. Tucker, 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. Second by M. Turville-Heitz. J. Braughler, Aye; J. Fitzgerald, Aye; M. Turville-Heitz, Aye; K. Zarling, Aye. Moved into closed session at 9:10 a.m.**
11. Reconvene into open session for possible action on items discussed in closed session. **Motion by M. Turville-Heitz to reconvene into open session. Second by J. Fitzgerald. Motion passed 4:0. Reconvened into open session at 10:10 a.m. No action taken.**
12. Discussion and possible action on the position market study completed in 2022. Discussion of looking at benchmarks at the 60th percentile of comparables and policy on adjustments due to market that is 10% above/below. Human Resources will make recommendation at February 2023 meeting. **No action taken.**
13. Update and discussion of Personnel Ordinance and policy revision status. Discussion that certain policies, specifically benefits/accruals and recruitment/retention, may need to be considered before a total personnel

ordinance revision is completed. Human Resources will begin an employee review group and report on progress. **No action taken.**

14. Review of December 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. Tuesday, February 21, 2023, at 8:30 a.m. Future agenda items to include possible pay policy resulting in market changes, update of union negotiations, and Personnel Ordinance project starting with Section 700. **No action taken.**
17. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 10:35 a.m.**