

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, February 21, 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 (virtual); Michael Wineke; and Karl Zarling. **Quorum established.** Other staff present: David Drayna, County Board Supervisor (virtual); Terri Palm-Kostroski, Human Resources Director; Jessica Tucker, Benefits Administrator (virtual); 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 January 17, 2023, Human Resources Committee Minutes. **Motion by K. Zarling, to approve the Human Resources Committee January 17, 2023, minutes, as corrected by T. Palm-Kostroski. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: None.
8. Discussion and possible action approving COBRA rates for the Health Reimbursement Arrangement (H.R.A.) plan for 2023 and 2024. **Motion by K. Zarling to approve COBRA rates for the H.R.A. based on the estimated utilization of 40% and 2% administrative fees as outlined in material. Second by d by M. Wineke. Motion passed 5:0.**
9. 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. Drayna, T. Palm-Kostroski, J. Tucker, B. Ward, and B. Wehmeier.* **Motion by K. Zarling 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 J. Fitzgerald. J. Braughler, Aye; M. Wineke, Aye; K. Zarling, Aye; J. Fitzgerald, Aye; M. Turville-Heitz, Aye. Moved into closed session at 8:37 a.m.**
10. Reconvene into open session for possible action on items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by K. Zarling. Motion passed 5:0. Reconvened into open session at 9:16 a.m. No action taken.**
11. Discussion and possible action on approving procedure to analyze employee compensation data and apply to the County's non-represented pay grading system. Discussion only. **No action taken.**
12. Review of January 2023 monthly financial reports for Human Resources and Safety. Information only, discussing line item of other professional services. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided verbal update on positions recruited for, emergency help requests, additional steps and/or benefits, and activities since the January 2023, meeting. **No action taken.**
14. Set next meeting date and agenda items. Thursday, March 30, 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 amendments. **No action taken.**
15. Adjournment. **Motion by K. Zarling to adjourn. Second by M. Wineke. Motion passed 5:0. Meeting adjourned at 9:53 a.m.**