

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Thursday, June 1, 2023 @ 3:30 p.m.
Jefferson County Highway Committee Room, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 3:30 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; Michael Wineke; and Karl Zarling (virtual). **Quorum established.** Other staff present: Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; Jessica Tucker, Benefits Administrator (virtual); J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator; and Members of the public present: Andrew Phillips, Atolles Law, s.c.; Rebecca Roeker, Atolles Law, s.c.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Address item 8, discussion and possible action on amending the Civil Service Ordinance after item 10, reconvene from closed session. No action taken.
5. Public Comment: None.
6. Approval of February 21, 2023, Human Resources Committee Minutes. **Motion by M. Turville-Heitz, to approve the Human Resources Committee February 21, 2023, minutes. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: None.
8. 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/or approval of labor contract with the Jefferson County Deputy Sheriff's Association and 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(s) 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: B. Wehmeier, B. Ward, J. Tucker, T. Palm-Kostroski, P. Milbrath, A. Phillips, and R. Roeker. A. Phillips and R. Roeker excused at 4:12 p.m.*

Motion by M. Wineke to move into closed session under Wisconsin State Statute section 19.85(1)(e) and 19.85(1)(b) for the purpose of discussing and possible action on labor negotiation strategy and/or approval of labor contract and discussing a Stipulation and Order imposing discipline in the Sheriff's Office. Second by M. Turville-Heitz. J. Braughler, Aye; M. Wineke, Aye; J. Fitzgerald, Aye; M. Turville-Heitz, Aye; and K. Zarling, Aye. Moved into closed session at 3:30 p.m.
9. 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 M. Wineke. Motion passed 5:0. Reconvened into open session at 4:24 p.m.**
 - a. **Motion by M. Wineke to recommend to County Board the labor contract with the Jefferson County Deputy Sheriff's Association as presented for consideration and approval. Second by J. Fitzgerald. Motion passed 5:0.**
 - b. **Motion by J. Fitzgerald to approve the Stipulation and Order for discipline as recommended by the Sheriff. Second by M. Wineke. Motion passed 5:0.**
10. Discussion and possible action amending the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy. **Motion by M. Turville-Heitz to recommend forwarding the proposed amendment to the Civil Service Ordinance for full-time and part-time Deputy Sheriffs, Detectives, Sergeants, Captains, and Chief Deputy to the Civil Service Commission and County Board. Second by J. Fitzgerald. Motion passed 5:0.**

11. Discussion and possible action to recommend the creation of a full-time Information Technology Services Technician position in an intergovernmental agreement between Jefferson County Sheriff's Office and Watertown Police Department. **No action taken.**
12. Discussion and possible action on approving procedure to analyze employee compensation data and apply to the County's non-represented pay grading system. Consensus from Committee to proceed with recommendations. **No action taken.**
13. Review of April 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
14. 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 February 2023, meeting. **No action taken.**
15. Set next meeting date and agenda items. Tuesday, June 20, 2023, at 8:30 a.m.; Tuesday, July 18, 2023, at 8:30 a.m.; Tuesday, August 15, 2023, at 8:30 a.m. Future agenda items to include amendment of Civil Service Ordinance; update of Market study/planning; update on recruitment/retention policies including vacation. **No action taken.**
16. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 5:44 p.m.**