

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, June 20, 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.** Others present: David Drayna, County Board Supervisor (virtual); Terri Palm-Kostroski, Human Resources Director; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator.
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 1, 2023, Human Resources Committee Minutes. **Motion by M. Wineke, to approve the Human Resources Committee June 1, 2023, minutes. Second by K. Zarling. 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. Also present: B. Wehmeier, B. Ward, T. Palm-Kostroski, and D. Drayna.

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/or approval of labor contract. Second by K. Zarling. J. Braughler, Aye; M. Wineke, Aye; J. Fitzgerald, Aye; K. Zarling, Aye; M. Turville-Heitz, Aye. Moved into closed session at 8:33 a.m.
9. Reconvene into open session for possible action on items discussed in closed session. **Motion by K. Zarling to reconvene into open session. Second by J. Fitzgerald. Motion passed 5:0. Reconvened into open session at 8:44 a.m. No action taken on items discussed in closed session.**
10. Update and discussion on employee compensation data and the impact on the County's non-represented pay grading system and compensation policy. T. Palm-Kostroski discussed an employee work group to include a member of the Human Resources Committee. Work groups to focus on market changes in compensation differing significantly between various classifications of positions as well as recruitment and retention strategies. **Discussion only.**
11. Update and discussion on possible recruitment and retention policies. **Discussion only.**
12. Update and discussion on possible amendments to the County's vacation policy. **Discussion only.**
13. Review of May 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 and emergency help requests, additional steps and/or benefits, and activities since the June 1, 2023, meeting. **No action taken.**
15. Set next meeting date and agenda items. Tuesday, July 18, 2023, at 8:30 a.m.; Tuesday, August 15, 2023, at 8:30 a.m.; Tuesday, September 19, 2023, at 8:30 a.m. Update of Market study/planning; update on recruitment/retention policies including vacation from employee work groups. **No action taken.**
16. Adjournment **Motion by M. Turville-Heitz to adjourn. Second by K. Zarling. Motion passed 5:0. Meeting adjourned at 9:05 a.m.**