

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, July 18, 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); Kathy Huebner, Highway staff; Don Hunter, Chief Deputy; Michael Luckey, Assistant County Administrator; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; Jennifer Robinson, Recruitment and Retention Specialist; Jessica Tucker, Benefits Administrator; 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 18, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee June 18, 2023, minutes. Second by K. Zarling. Motion passed 5:0.**
7. Communications: Introduction of Jenn Robinson, Recruitment and Retention Specialist.
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 closed session under 19.85 (1)(b), the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: David Drayna, County Board Supervisor (virtual); Don Hunter, Chief Deputy; Michael Luckey, Assistant County Administrator; Paul Milbrath, Sheriff; Terri Palm-Kostroski, Human Resources Director; Jennifer Robinson, Recruitment and Retention Specialist; Jessica Tucker, Benefits Administrator; J. Blair Ward, Corporation Counsel; Benjamin Wehmeier, County Administrator.*

**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 and/or approval of labor contract 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. Second by M. Wineke. J. Braughler, Aye; J. Fitzgerald, Aye; M. Wineke, Aye; K. Zarling, Aye; M. Turville-Heitz, Aye. Moved into closed session at 8:32 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 9:03 a.m.**
  - a. **Motion by M. Wineke to approve the Stipulation and Order imposing discipline on an employee of the Sheriff's Office. Second by J. Fitzgerald. Motion passed 5:0.**

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 feedback from an employee work group as well as survey results of the work group. Guidance from committee to continue work group for additional information, and in the meantime, make market adjustments as needed for positions above/below 10% of the market. Human Resources will do an analysis of guidance and report back at next meeting. Discussion only. **No action taken.**
11. Update and discussion on possible recruitment and retention policies. J. Robinson provided a summary of objectives being considered. Discussion only. **No action taken.**
12. Update and discussion on possible amendments to the County's vacation policy. Discussion only. **No action taken.**
13. Discussion and possible approval of implementing a wellness incentive program for the remainder of 2023. **Motion by J. Fitzgerald to pursue a Wellness rewards program for the remainder of 2023 and provide fiscal impact to Finance Committee for review. Second by M. Wineke. Motion passed 5:0.**
14. Review of June 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
15. 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.**
16. Set next meeting date and agenda items. Tuesday, August 15, 2023, at 8:30 a.m.; Tuesday, September 19, 2023, and Tuesday, October 17, 2023, at 8:30 a.m. Tuesday, September 19, 2023, may be rescheduled due to Wisconsin County Association conference. Next agenda to include update of Market study/planning; update on recruitment/retention policies including vacation from employee work groups. **No action taken.**
17. Adjournment **Motion by J. Fitzgerald to adjourn. Second by K. Zarling. Motion passed 5:0. Meeting adjourned at 10:28 a.m.**