

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, August 15, 2023 @ 8:30 a.m.

Jefferson County Highway Committee Room, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 8:31 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke. Excused: Karl Zarling. **Quorum established.** Others present: David Drayna, County Board Supervisor (virtual); Tina Gleisner-Hotter, Clerk of Courts Financial Chief Deputy; Cindy Hamre-Incha, Clerk of Courts; Michael Luckey, Assistant County Administrator; Terri Palm-Kostroski, Human Resources Director; Jennifer Robinson, Recruitment and Retention Specialist (virtual); Dana Scherer, Clerk of Courts Operations Chief Deputy; Jessica Tucker, Benefits Administrator (virtual); 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 July 18, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee July 18, 2023, minutes. Second by M. Wineke. Motion passed 4:0.**
7. Communications: None.
8. Update and discussion of Employee Recruitment and Retention Workgroup Meeting. Discussion only. **No action taken.**
9. Update of approval of implementing a wellness incentive program for the remainder of 2023. Discussion only. **No action taken.**
10. Update and discussion on employee compensation data and the impact on the County's non-represented pay grading system and compensation policy. Discussion and consensus on addressing benchmark positions 10% and greater behind market, similar positions based on similar internal comparison data, and positions impacted by compression. **No action taken.**
11. 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: D. Drayna, M. Luckey, T. Palm-Kostroski, J. Robinson, J. Tucker, J. B. Ward, B. Wehmeier. Motion by M. Turville-Heitz 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 J. Fitzgerlad. J. Braughler, Aye; J. Fitzgerald, Aye; M. Wineke, Aye; M. Turville-Heitz, Aye. Moved into closed session at 9:15 a.m.
12. Reconvene into open session for possible action on items discussed in closed session. **Motion by J. Fitzgerald to reconvene into open session. Second by M. Wineke. Motion passed 4:0. Reconvened into open session at 9:30 a.m. No action taken.**
13. 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.**
14. Review of July 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 July 18, 2023, meeting. **No action taken.**
16. Set next meeting date and agenda items. Tuesday, September 26, 2023, at 9:00 a.m.; Tuesday, October 17, 2023, at 8:30 a.m.; and Tuesday, November 21, 2023, at 8:30 a.m. Next agenda to include update of Market study/planning; update on recruitment/retention policies including vacation policy update. **No action taken.**
17. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 9:45 a.m.**