

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, September 26, 2023 @ 9:00 a.m.
Jefferson County Highway Committee Room, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 9:00 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke; 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; Daniel Horvatin, Detective Sergeant; Vaughn Johnson, Detective Sergeant; Michael Luckey, Assistant County Administrator (virtual); Brian Olson, Administrative Captain; Terri Palm-Kostroski, Human Resources Director; Chad Roberts, Jail Sergeant; Jennifer Robinson, Recruitment and Retention Specialist (virtual); Dana Scherer, Clerk of Courts Operations Chief Deputy; 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 August 15, 2023, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee August 15, 2023, minutes. Second by KK. Zarling. Motion passed 5:0.**
7. Communications: T. Palm-Kostroski shared several emails from employees regarding benefits and compensation. **No action taken.**
8. Discussion and possible action to amend the County's vacation ordinance. **Motion by M. Turvill-Heitz, to recommend a repeal and recreate of Personnel Ordinance HR0690, Vacation with Pay, as recommended with changes to the executive summary to include comparison of current ordinance to proposed; deletion of last line under POLICY heading, amending CARRYOVER POLICY to allow 24 hours of carryover, striking last sentence of 6.b. and striking 6.c.; and adding section HR0690 D. from current ordinance addressing use of vacation during catastrophic events. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action approving amendment to Jefferson County's pay plan for the 2024 budget to adjust wages for positions determined to be significantly below market of 10% or more and positions impacted by compression. **Motion by J. Fitzgerald to proceed with the 2024 budget as discussed with initial amendments to the pay plan for positions identified to be 10% or more below identified market and positions impacted by compression; and, to continue meeting with the employee workgroup and consultant to develop a plan to address market fluctuations and additional positions 5-10% below market, ideally with the 2023 budget carryover/2024 budget amendments reviewed by County Board in March 2024. Second by K. Zarling. Motion passed 5:0.**
10. Review of August 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
11. Report from Human Resources Director. T. Palm-Kostroski provided verbal update on update of Employee Recruitment and Retention Workgroup meetings; positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the August 15, 2023, meeting. **No action taken.**
12. Set next meeting date and agenda items. Tuesday, October 17, 2023, at 8:30 a.m.; Tuesday, November 21, 2023, at 8:30 a.m.; and Tuesday, December 19, 2023, at 8:30 a.m. Next agenda to include update of Market study/planning; Employee discipline as Civil Service Grievance committee. **No action taken.**
13. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by K. Zarling. Motion passed 5:0. Meeting adjourned at 10:20 a.m.**