

## HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, October 24, 2023, at 6:15 p.m.

Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 6:15 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling. **Quorum established.** Others present: Chief Deputy Don Hunter; Michael Luckey, Assistant County Administrator; Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; 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 September 26, 2023, Human Resources Committee Minutes. **Motion by K. Zarling, to approve the Human Resources Committee September 26, 2023, minutes. Second by J. Fitzgerald. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. **Motion by M. Wineke to convene into closed session pursuant to 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. Turville-Heitz. J. Braughler, "Aye"; M. Turville-Heitz, "Aye"; K. Zarling, "Aye"; J. Fitzgerald, "Aye"; M. Wineke, "Aye". Motion passed 5:0. Moved into closed session at 6:17 p.m.**  
  
*Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
9. **Motion by J. Fitzgerald to reconvene into open session for possible action on items discussed in closed session. Second by M. Turville-Heitz. Motion passed 5:0. Moved into open session at 6:28 p.m. Motion by M. Wineke to approve the Sheriff's recommendation of the stipulation and order to imposed discipline on an employee of the Sheriff's Office. Second by K. Zarling. Motion passed 5:0.**
10. Review of September 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 September 26, 2023, meeting. **No action taken.**
12. Set next meeting date and agenda items. Tuesday, October 24, 2023, at 6:15 p.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 J. Fitzgerald. Motion passed 5:0. Meeting adjourned at 6:35 p.m.**