

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, January 3, 2024
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Vice Chair Fitzgerald at 3:00 p.m.
2. Roll Call: Present: James Braughler, Chair (at 3:05 p.m.); Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke. Karl Zarling, excused. **Quorum established.** Others present: Patricia Cicero, Land and Water Conservation Director; Staci Hoffman, Register of Deeds; Chief Deputy Don Hunter; Colton Hutchinson, Water Resource Management Specialist; Michael Luckey, Assistant County Administrator; Audrey McGraw, County Clerk; Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; Kelly Stade, Treasurer; Danielle Thompson, 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 October 24, 2023, Human Resources Committee Minutes. **Motion by M. Wineke, to approve the Human Resources Committee October 24, 2023, minutes. Seconded by M. Turville-Heitz. Motion passed 3:0.**
7. Communications: Quarterly retirement recognitions. **No action taken.**
8. Discussion and possible action amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, to define the applicability of the Personnel Ordinance versus the provisions in the Sworn, Represented Contract for Sworn, Non-presented Law Enforcement Employees. **Motion by M. Wineke, to recommend amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees to County Board. Seconded by M. Turville-Heitz. Motion passed 4:0.**
9. Discussion and possible action to recommend the creation of a pool of as needed, Female Jail Support Officers, and the creation of a Jail Deputy intern position in the Sheriff's Office in the 2024 budget. **Motion by J. Fitzgerald to approve recommending resolution to County Board to create a pool of Female Jail Support Officers and Jail Deputy Intern positions in the Sheriff's Office in 2024. Motion seconded by M. Wineke. Motion passed 4:0.**
10. Discussion and possible action to recommend the creation of a paid summer Intern positions to implement the Clean Boats Clean Water grant in the Land and Water Conservation Department. **Motion by J. Fitzgerald to approve recommending resolution to County Board to create a paid Intern positions in the Land and Water Conservation Department. Seconded by M. Turville-Heitz. Motion passed 4:0.**
11. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028. Discussion only. **No action taken.**
12. Review of November 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided update on update of vacant positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the October 24, 2023, meeting. **No action taken.**
14. Set next meeting date and agenda items. Meeting tentatively scheduled first week of February 2024 to include consideration of elected official salaries. **No action taken.**
15. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by J. Fitzgerald. Motion passed 4:0. Meeting adjourned at 4:04 p.m.**