

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, May 21, 2024 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by County Administrator, Benjamin Wehmeier, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Joan Callan; Kirk Lund, Matthew Tracy, and Karl Zarling. **Quorum established.** Others present: Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; Kimberly Vegter, Judicial Assistant; Benjamin Wehmeier, County Administrator; Matt Zangl, Planning and Zoning Director. Virtual: John Donohue; Donald Hunter, Chief Deputy; Jennifer Robinson, Recruitment & Retention Specialist; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Election of Officers:
 - a. Chair. James Braughler only nomination for chair. Nominations closed. Motion by K. Lund to approve James Braughler as Chair of Human Resources Committee. Second by K. Zarling. Motion passed 4:0.
 - b. Vice Chair. Karl Zarling only nomination for vice chair. Nominations closed. Motion by J. Braughler to approve Karl Zarling as Vice Chair of Human Resources Committee. Second by K. Lund. Motion passed 4:0.
6. Public Comment: None.
7. Approval of February 28, 2024, Human Resources Committee Minutes. **Motion by K. Zarling to approve the Human Resources Committee February 28, 2024, minutes. Second by K. Lund. Motion passed 5:0.**
8. Communications: Review of four retirements to be recognized at County Board by T. Palm-Kostroski; notice from Wisconsin Employment Relations Commission for petition to unionize by the Sergeants by B. Wehmeier; presentation of Human Resources Committee orientation by T. Palm-Kostroski; and presentation of Market-Response Compensation analysis by T. Palm-Kostroski. **No action taken.**
9. Discussion and possible action to approve and to recommend forwarding Resolution to Eliminate a Full-time Lead Intake Worker Position and Create a Full-time Intake Worker Position and to Eliminate a Full-time Intake After Hours Worker Position and Create a Full-time, Exempt Crisis Supervisor Position in the Human Services Department. **Motion by J. Callan to approve Resolution for staffing changes at Human Services as presented. Second by K. Lund. Motion passed 5:0.**
10. Discussion and possible action to approve and to recommend forwarding Resolution to Adopt Human Resources Policy to Implement a Market-Response Compensation Management Program to the County Board of Supervisors. **Motion by K. Zarling to approve forwarding resolution to adopt Human Resources Policy to implement a Market-Response Compensation Management Program to the County Board of Supervisors. Second by K. Lund. Motion passed 5:0.**
11. Discussion and possible action to approve and to recommend forwarding Resolution to implement a County Referral Program to the County Board of Supervisors. Consensus to approve policy as presented. **No action taken.**
12. Discussion and consideration to review and possibly amend current wages for non-represented, classified positions. Review of regression analysis data of benchmark positions verses completion of a total position classification market study with regression analysis. Consensus to consider full market study in 2026. **No action taken.**
13. Update and discussion regarding pay policies, including shift differential and bonuses for employees regularly performing bilingual role and/or services. Consensus to continue exploring and prepare recommendation for Committee review. **No action taken.**

14. Review of April 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
15. Report from Human Resources Director. T. Palm-Kostroski provided update on update of vacant positions and emergency help requests; reclassification requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the February 28, 2024, meeting. **No action taken.**
16. Set next meeting date and agenda items. Consensus to keep regular Human Resources Committee meetings scheduled at 8:30 a.m. every third Tuesday of the month. Next meeting time changed to **9:30 a.m. on Tuesday, June 18, 2024.** **No action taken.**
17. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 5:0.**