

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, June 18, 2024 @ 9:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braughler at 9:30 a.m.
2. Roll Call: Present: James Braughler, Joan Callan; Kirk Lund, and Karl Zarling. **Quorum established.** Excused: Matthew Tracy. Others present: Cindy Hamre-Incha, Clerk of Courts; Terri Palm-Kostroski, Human Resources Director; Deborah Reinbold, Economic Development Director; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Elizabeth Chilsen, Health Department Director/Health Officer; Tina Gleisner-Hotter, Clerk of Courts Financial Operation Deputy; Michael Luckey, Assistant County Administrator; Jennifer Robinson, Recruitment & Retention Specialist; Brent Ruehlow, Human Services Director; Sarana Stolar, Corporation Counsel Paralegal; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Approval of May 21, 2024, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee May 21, 2024, minutes. Second by K. Lund. Motion passed 4:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action to approve and to recommend forwarding Resolution to County Board to Eliminate a vacant Full-time Director of Community Development Position and Create a Full-time Financial and Data Partnership Manager position in the Economic Development Department. **Motion by K. Zarling to approve Resolution for staffing changes at Economic Development Department as presented in revised resolution, with title change to Financial Partnership Manager position. Second by J. Callan. Motion passed 4:0.**
9. Discussion and possible action to approve and to recommend forwarding Resolution to County Board to restructure the nursing services between the Health department and the Human Services Community Support Program function. **Motion by K. Zarling to approve Resolution for staffing changes at Human Services and Health Departments as presented with tracked changes approved. Second by K. Lund. Motion passed 4:0.**
10. **Motion by K. Zarling to 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 with the Jefferson County Deputy Sheriff's Association and the Jefferson County Supervisors Association, and Wisconsin State Statute section 19.85 (1)(g), "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" for the purpose of discussing a possible employment law claim against Jefferson County. Second by J. Callan. Callan, "Aye"; Zarling, "Aye"; Braughler, "Aye"; Lund, "Aye". Moved into closed session at 9:56 a.m. Others present: M. Luckey, T. Palm-Kostroski, J. Robinson, D. Thompson, J. Tucker, B. Wehmeier.**
11. **Motion by K. Zarling to reconvene into open session for possible action on items discussed in closed session. Second by K. Lund. Reconvened into open session at 10:15 a.m. No action taken.**
12. Review of May 2024 monthly financial reports from 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; reclassification requests; additional steps and/or benefits; approvals of leaves of absences; and activities since the May 21, 2024, meeting. **No action taken.**
14. Set next meeting date and agenda items. Next meeting scheduled on **Tuesday, July 16, 2024, at 8:30 a.m. No action taken.**
15. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 4:0. Meeting adjourned 10:24 a.m.**