

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Monday, July 29, 2024 @ 11:30 a.m.**  
**Jefferson County Courthouse, Room C2003, and Videoconference**

1. Call to Order: Meeting called to order by J. Braughler at 11:35 a.m.
2. Roll Call: Present: James Braughler, Joan Callan; Kirk Lund, and Karl Zarling. **Quorum established.** Excused: Matthew Tracy. Others present: Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator; Benjamin Wehmeier, County Administrator. Virtual: Don Hunter, Chief Deputy; Michael Luckey, Assistant County Administrator; Travis Maze, Patrol Captain; Jennifer Robinson, Recruitment & Retention Specialist.
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 June 18, 2024, Human Resources Committee Minutes. **Motion by K. Lund to approve the Human Resources Committee June 18, 2024, minutes. Second by K. Zarling. 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 fund the Psychiatric Advanced Prescriber full-time and consideration to authorize the County Administrator to recruit either as an independent Contractor or as an Employee with salary and benefits in a non-classified range. **Motion by K. Zarling to approve Resolution for funding the Nurse Prescriber (Psychiatric Advanced Prescriber) full time and authorize the County Administrator the flexibility to hire with an employment contract or as an Independent Contractor. Second by J. Callan. Motion passed 4:0.**
9. Discussion and possible action to approve a voluntary Short-Term Disability (STD) plan and provider and amend the current Voluntary Long-Term Disability (LTD) plan and/or provider for Jefferson County Employees. **Motion by J. Callan to approve implementing a voluntary Short-Term Disability plan for Jefferson County Employees and authorize the Human Resources Director the discretion to determine the provider and plan for both STD and LTD plans. Second by K. Zarling. Motion passed 4:0.**
10. Discussion and possible action to approve interim organizational changes at the Sheriff's Office to include activating the Undersheriff position, currently unfunded. **Motion by K. Zarling to approve activating the Undersheriff role at the Sheriff's Office upon retirement of Sheriff Paul Milbrath on a long-term, interim basis. Second by K. Lund. Motion passed 4:0.**
11. Discussion and review of Compensation Market Ranges and implementation in future years. Consensus from Human Resources Committee to direct Human Resources staff to report back on potential availability and cost for a complete internal review and market analysis within the next several years. **No action taken.**
12. Closed session item not discussed. **No action taken.**
13. Reconvene to Open session not needed. **No action taken.**
14. Review of June 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; additional steps and/or benefits; approvals of leaves of absences; and activities since the June 18, 2024, meeting. **No action taken.**
16. Set next meeting date and agenda items. Next meeting scheduled on **Tuesday, August 20, 2024, at 8:30 a.m.** **No action taken.**
17. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 4:0. Meeting adjourned 12:57 p.m.**