

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, August 20, 2024 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braugher at 8:32 a.m.
 2. Roll Call: Present: James Braugher, Joan Callan; Kirk Lund, and Karl Zaring. Matthew Tracy (Virtual). **Quorum established.** Others present: Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Michael Luckey, Assistant County Administrator.
 3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
 4. Review of Agenda: Note Approval of minutes are from *July 29, 2024, not June 18, 2024, as noted on agenda.*
 5. Public Comment: None.
 6. Approval of July 29, 2024, Human Resources Committee Minutes. **Motion by K. Zaring to approve the Human Resources Committee July 29, 2024, minutes. Second by J. Callan. Motion passed 5:0.**
 7. Communications: None. **No action taken.**
 8. 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. T. Palm-Kostroski presented options continuing to be analyzed for both STD and LTD plans. **No action taken.**
 9. Discussion and review of Compensation Market studies, ranges, and applicable Jefferson County policies. Guidance from committee to not proceed with market compensation study. **No action taken.**
 10. Discussion and possible recommendation regarding the organizational structure of the Emergency Management Department. **Motion by K. Zaring to approve reclassification of the Emergency Management Program Assistant to Emergency Management Deputy Director if recommended by County Administrator and Emergency Management Director. Second by J. Callan. Motion passed 5:0.**
 11. Review and discussion regarding recruitment and requirements under the Civil Service Ordinance. Consensus from Human Resources Committee to continue discussions on more efficient recruitment and hiring process under the Civil Service Ordinance. **No action taken.**
 12. **Motion by K. Zaring 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. Second by K. Lund. Braugher, Aye; Zaring, Aye; Lund, Aye; Callan, Aye; Tracy, Aye. Motion passed 5:0. Moved into closed session at 9:17a.m.**
- Also present at closed session: M. Luckey, T. Palm-Kostroski, D. Thompson, B. Wehmeier.*
13. **Motion by K. Zaring to reconvene into open session for possible action on items discussed in closed session. Second by K.J. Callan. Motion passed 5:0. Moved into open session at 9:15 a.m.**
 14. Review of July 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 July 29, 2024, meeting. **No action taken.**
 16. Set next meeting date and agenda items. Next meeting scheduled on **Tuesday, September 17, 2024, at 8:30 a.m.** **No action taken.**
 17. Adjournment. **Motion by K. Zaring to adjourn. Second by J. Callan. Motion passed 5:0. Meeting adjourned 9:32 a.m.**