

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, October 15, 2024 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braughler at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Joan Callan; and Karl Zarling, Vice Chair. Excused/Absent: Kirk Lund and Matthew Tracy. **Quorum established.** Others present: Michael Luckey, Assistant County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Marc DeVries, Finance Director; Tracy Hameau, Emergency Management Director; Jenn Robinson, Recruitment and Retention Specialist; Jessica Tucker, Benefits Administrator (9:00 am); Kevin Wiesmann, Parks Director.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Note Approval of minutes are from *August 20, 2024, not August 29, 2024, as noted on agenda and #8 on agenda is an error and should be deleted.*
5. Public Comment: None.
6. Approval of August 20, 2024, Human Resources Committee Minutes. *In item #9 in minutes, add note that guidance from Human Resources Committee to staff not to proceed with a full market compensation study.* **Motion by K. Zarling to approve the Human Resources Committee August 20, 2024, minutes, as amended. Second by J. Callan. Motion passed 3:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action approving ordinance to amend sections of the Jefferson County Civil Service Ordinance to Revise Recruitment Process for Deputy Sheriff positions. T. Maze, D. Thompson, and B. Wehmeier presented a draft amendment regarding the recruitment process for Deputy Sheriff positions. **Motion by J. Callan to approve presenting the Civil Service Ordinance amendment to revise recruitment process for Deputy Sheriff positions to County Board. Second by K. Zarling. Motion passed 3:0.**
9. Discussion of recruitment efforts for the Risk Manager/Safety Officer position and possible action amending the 2025 budget Classification listing and budget allocation. T. Palm-Kostroski presented recruitment and interview process conducted in search of a Risk Manager/Safety Officer. Additional structural options presented to the committee with recommendation to research more extensively and bring back to committee for final consideration. **Motion by K. Zarling to amend the 2025 budget classification listing and budget allocation from Human Resources – Safety to Corporation Counsel. Second by J. Callan. Motion passed 3:0.**
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. Second by J. Callan. Braughler, Aye; Zarling, Aye; Callan, Aye. Motion passed 3:0. Moved into closed session at 9:12 a.m. Also present at the closed session: M. Luckey, T Maze, T. Palm-Kostroski, D. Thompson, J. Tucker, B. Wehmeier.**
11. **Motion by K. Zarling to reconvene into an open session for possible action on items discussed in the closed session. Second by J. Callan. Motion passed 3:0. Moved into open session at 9:21 a.m. No action taken.**
12. Review of September 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski provided an update of vacant positions and emergency help requests; additional steps and/or benefits; approvals of leaves of absence; and activities since the August 20, 2024, meeting. **No action taken.**

14. Set next meeting date and agenda items. Next meeting scheduled for **Tuesday, November 19, 2024, at 8:30 a.m. and Tuesday, December 17, 2024. No action taken.**
15. Adjournment. **Motion by K. Zarling to adjourn. Second by J. Callan. Motion passed 3:0. Meeting adjourned 9:40 a.m.**