

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, November 19, 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; Kirk Lund; and Karl Zarling, Vice Chair. Excused/Absent: Matthew Tracy. **Quorum established.** Others present: Patricia Cicero, Land and Water Conservation Department; Jerry Haferman, Undersheriff; 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; Donald Hunter, Chief Deputy; Elizabeth McGearry, Health Officer; Jessica Olszewski, Human Resources Coordinator; Jenn Robinson, Recruitment and 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. **No action taken.**
5. Public Comment: None.
6. Approval of October 15, 2024, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee October 15, 2024, minutes, as amended. Second by K. Lund. Motion passed 4:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action approving position classification amendments for the 2025 budget:
  - a. Creation of one full-time Community Programming Specialist position in Economic Support at Human Services
  - b. Elimination of a vacant seasonal Office Assistant position and creation of a part-time, non-benefited Administrative Assistant I position at Fair Park
  - c. Elimination of a vacant, full-time CLTS Lead Worker position and creation of a full-time CLTS Support and Services Coordinator I position at Human Services
  - d. Re-creation of the Watercraft Inspector seasonal positions in the Land and Water Conservation Department
  - e. Funding and reclassification of a full-time IT Specialist position at the Sheriff's Office.**Motion by K. Zarling to approve presenting a resolution to County Board to amend the 2025 budget with the above position classification changes. Second by K. Lund. Motion passed 4:0.**
9. Discussion and possible action approving the 2025 pay rates for non-classified positions, including classifying WIC Breastfeeding Peer Specialists as recommended in 2025 budget classification plan. **Motion by K. Zarling to approve the non-classified position pay rates and classification of WIC Breastfeeding Peer Specialists. Second by K. Lund. Motion passed 4:0.**
10. Discussion and possible action to approve continuation of the Recruitment and Retention of Communication Operator Positions policy. **Motion by J. Callan to approve the continuation of the Recruitment and Retention of Communication Operator Positions policy in the Sheriff's Office. Second by K. Zarling. Motion passed 4:0.**
11. Discussion and possible action to amend the Telecommuting policy and agreement, and/or Personnel ordinance HR0246 Telecommuting and Remote Work Policy Procedure. **Discussion only. No action taken.**
12. Discussion and possible action concerning future planning and guidance under the Market Response Compensation policy. Discussion of implementation of MRCM Policy that could be improved. Further discussion on consideration of a full market study in the future and sustainability; Human Resources will develop survey for department heads to provide feedback/input. **Motion by K. Zarling to authorize Human Resources to increase comparables to all counties used during the last market study conducted by the Austin Peter Group. Second by J. Callan. Motion passed 4:0.**

13. **Motion by K. Zarling to convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), considering dismissal, demotion, licensing or discipline of any public employee(s) and the taking of formal action on any such matter” for the purpose of discussing a Stipulation and Order imposing discipline on an employee(s) of the Sheriff’s Office and pursuant to Wisconsin State Statute section 19.85 (1)(e), “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. Braugher, Aye; Lund, Aye; Callan, Aye; Zarling, Aye. Motion passed 4:0. Moved into closed session at 10:13 a.m. Note: For the purpose of the closed session under 19.85(1)(b), the Human Resources Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present at the closed session: J. Haferman, D. Hunter, M. Luckey, T Maze, T. Palm-Kostroski, D. Thompson, J. Tucker, B. Wehmeier.**
14. **Motion by K. Lund to reconvene into an open session for possible action on items discussed in the closed session. Second by K. Zarling. Motion passed 4:0. Moved into open session at 10:35 a.m.**
  - a. **Motion by J. Callan to approve the Sheriff’s recommendation for discipline of five days, with two days in abeyance. Second by K. Zarling. Motion passed 4:0.**
  - b. **Consensus given in closed session. No action taken.**
15. Review of October 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
16. 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 October 15, 2024, meeting. **No action taken.**
17. Set next meeting date and agenda items. Next meeting scheduled for **Tuesday, December 17, 2024.** **No action taken.**
18. Adjournment. **Motion by K. Zarling to adjourn. Second by K. Lund. Motion passed 4:0. Meeting adjourned 10:47 a.m.**