

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday, December 17, 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 (virtual). Excused/Absent: Matthew Tracy. **Quorum established.** Others present: Michael Luckey, Interim County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Danielle Thompson, Corporation Counsel; Matt Tokarski, Highway Worker; Jessica Tucker, Benefits Administrator; Kevin Wiesmann, Parks Director; Matt Zangl, Planning and Development Director. Virtual: Don Hunter, Chief Deputy; 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 M. Luckey.
4. Review of Agenda: Move Report from Human Resources Director to follow Public Comment.
5. Public Comment: K. Wiesmann spoke on the market study; Judge Dehring spoke on the report from Human Resources Director.
6. 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 November 19, 2024, meeting. **No action taken.**
7. Approval of November 19, 2024, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee November 19, 2024, minutes, as amended. Second by K. Lund. Motion passed 4:0.**
8. Communications: None. **No action taken.**
9. Discussion and possible action recommending resolution to County Board to amend the 2025 budgets to eliminate a vacant, full-time Program Assistant position and create a full-time Zoning/On-Site Waste Management Technician position in the Planning and Development department. **Motion by K. Lund to approve resolution to amend 2025 budget to eliminate a vacant, full-time Program position and create a full-time Zoning/On-Site Waste Management Technician position in the Planning and Development department to County Board, pending Finance Committee approval. Second by J. Callan. Motion passed 4:0.**
10. Discussion and possible action approving ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, creating section for holiday pay for positions working in a 24/7 position, to include Communication Operators, Cooks, Crisis Stabilization Workers, and Intake After Hours Workers, and Parks 9-month seasonal. Consensus from Committee supporting philosophy with further development to consider at next meeting. **No action taken.**
11. Update on Telecommuting audit tool(s). Consensus to remain on future agendas. **No action taken.**
12. Update and discussion concerning future planning and guidance under the Market Response Compensation policy. Consensus to remain on future agendas with a report next meeting on update on benchmark positions. **No action taken.**
13. **Motion by J. Callan to convene into closed session for discussion and possible action pursuant to Wisconsin State Statute section 19.85 (1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility" and 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 K. Lund. Braugher, Aye; Lund, Aye; Callan, Aye; Zarling, Aye. Motion passed 4:0. Convened into closed session at 9:28 a.m. Note: Also present: M. Luckey, J. Olszewski, T. Palm-Kostroski, J. Robinson, D. Thompson, J. Tucker,**

14. **Motion by K. Lund to reconvene into an open session for possible action on items discussed in the closed session. Second by J. Callan. Motion passed 4:0. Moved into open session at 9:58 a.m.**
  - a. **Motion by K. Zarling to deny employee's appeal concerning the Health Insurance Opt-Out Program. Second by J. Callan. Motion passed 4:0.**
  - b. **No action taken.**
15. **Review of November 2024 monthly financial reports for Human Resources and Safety. Information only. No action taken.**
16. **Discussion and possible action on tentative future meeting schedule and agenda items. Next agenda to include minute items 10, 11, and 12. Next meeting scheduled for **Tuesday, January 21, 2025.** No action taken.**
17. **Adjournment. Motion by J. Callan to adjourn. Second by K. Lund. Motion passed 4:0. Meeting adjourned 10:02 a.m.**

**Next scheduled meetings:  
Tuesday, January 21, 2025, at 8:30 a.m.  
Tuesday, February 18, 2025, at 8:30 a.m.  
Tuesday, March 18, 2025, at 8:30 a.m.**

*A quorum of any Jefferson County Committee, Board, Commission, or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.*

*Individuals requiring special accommodation for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.*