

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Thursday, February 8, 2024
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Chair Braughler at 2:30 p.m.
2. Roll Call: Present: James Braughler, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling. **Quorum established.** Others present: Staci Hoffman, Register of Deeds; Chief Deputy Don Hunter; Audrey McGraw, County Clerk; Sheriff Paul Milbrath; Terri Palm-Kostroski, Human Resources Director; Kelly Stade, Treasurer; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Tina Gleisner-Hotter, Financial Chief Deputy Clerk of Courts; Cindy Hamre, Clerk of Courts; Jennifer Robinson, Recruitment & Retention Specialist; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier.
4. Review of Agenda: Delete items 11 and 12. Switch Agenda item 8 and 9.
5. Public Comment: None.
6. Approval of January 3, 2024, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee January 3, 2024, minutes. Seconded by M. Turville-Heitz. Motion passed 5:0.**
7. Communications: Handout for compensation plan discussion. **No action taken.**
8. Discussion and possible action on amendments to the Civil Service Ordinance. **Motion by M. Wineke to approve recommendation of amendments to County Board to the Civil Service Ordinance as presented. Second by K. Zarling. Motion passed 5:0.**
9. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028. Discussion to follow Ordinance to establish Constitutional Elected Official wages, with a 3% increase for each year 2025 – 2028. Staff will prepare draft of resolution for next meeting. **No action taken.**
10. Update and discussion regarding 2024 market compensation data and considerations to current pay plan and pay policies. T. Palm-Kostroski reported on update 2024 market data, issues to address for future possible pay plans, and focusing on Referral bonuses and bilingual pay policies. **No action taken.**
11. Review of December 2023 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
12. 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 January 3, 2024, meeting. **No action taken.**
13. Set next meeting date and agenda items. Meeting tentatively scheduled last week of February 2024 to include consideration of elected official salaries. **No action taken.**
14. Adjournment. **Motion by M. Turville-Heitz to adjourn. Second by K. Zarling. Motion passed 5:0. Meeting adjourned at 4:03p.m.**