

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, February 28, 2024
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by Chair Braugher at 2:00 p.m.
2. Roll Call: Present: James Braugher, Chair; Joan Fitzgerald, Vice Chair; Meg Turville-Heitz (virtual); Michael Wineke; Karl Zarling. **Quorum established.** Others present: Cindy Hamre, Clerk of Courts; Michael Luckey, Assistant County Administrator; Audrey McGraw, County Clerk; Terri Palm-Kostroski, Human Resources Director; Dana Scherer, Operations Chief Deputy Clerk of Courts; Kelly Stade, Treasurer; Danielle Thompson, Corporation Counsel; Benjamin Wehmeier, County Administrator. Virtual: Tina Gleisner-Hotter, Financial Chief Deputy 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 item 11 from agenda.
5. Public Comment: None.
6. Approval of February 8, 2024, Human Resources Committee Minutes. **Motion by J. Fitzgerald, to approve the Human Resources Committee February 8, 2024, minutes. Seconded by K. Zarling. Motion passed 5:0.**
7. Communications: None. **No action taken.**
8. 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. **Motion by J. Fitzgerald to approve Resolution A, providing a 6% “catch up” with a 3% annual increase, to be forwarded to County Board for approval, to include a thorough explanation of calculation. Second by M. Wineke. Motion passed 5:0.**
9. Discussion and possible action regarding 2024 market compensation data and considerations to amend current grade classification effective June 30, 2024. **Motion by K. Zarling to recommend providing benchmark positions 10% or more below market 2-step increase and positions 5-9.99% below market a 1 step increase, effective June 30, 2024, and to be included with carryover and budget amendments to close out 2023. Second by J. Fitzgerald. Motion passed 5:0.**
10. Update and discussion regarding future pay plan structure. Discussion only. **No action taken.**
11. Update, discussion, and possible action concerning upcoming budget amendment concerning personnel changes. **Motion by M. Wineke to approve including personnel changes of eliminating a contracted and creating a part-time Nutrition Site Manager for Waterloo; Eliminating a part-time EMH position and creating a part-time APS position; eliminating a full time CCS Facilitator position and creating a full-time CCS Administrative Assistant role for Compliance; creating a IGA shared IT/CAD programming position. Second by K. Zarling. Motion passed 5:0.**
12. Review of January 2024 monthly financial reports from Human Resources and Safety. Information only. **No action taken.**
13. 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 February 8, 2024, meeting. **No action taken.**
14. Set next meeting date and agenda items. Meeting tentatively scheduled April 1, 2024, at 2:30 p.m. **No action taken.**
15. Adjournment. **Motion by M. Turville-Heitz to adjourn at 3:39 p.m. Second by J. Fitzgerald. Motion passed 5:0.**