

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, January 21, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2003, and Videoconference

1. Call to Order: Meeting called to order by J. Braugher at 8:30 a.m.
2. Roll Call: Present: James Braugher, Chair; Joan Callan (virtual); Kirk Lund (virtual); and Karl Zarling, Vice Chair. Absent: Matthew Tracy. **Quorum established.** *Others present*: Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Brent Ruehlow, Human Services Director; Kelly Stade, Treasurer; Danielle Thompson, Corporation Counsel; Kevin Wiesmann, Parks Director. *Virtual*: Marc DeVries, Finance Director; Don Hunter, Chief Deputy; Jenn Robinson, Recruitment and Retention Specialist; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by D. Thompson.
4. Review of Agenda: No changes. **No action taken.**
5. Public Comment: None. **No action taken.**
6. Approval of December 17, 2024, Human Resources Committee Minutes. **Motion by K. Zarling to approve the Human Resources Committee December 17, 2024, minutes, as presented. Second by J. Callan. Motion passed 4:0.**
7. Communications: Classification listing for agenda item 14 provided. **No action taken.**
8. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to create a full-time Human Services Professional I position in the Human Services Department. **Motion by K. Zarling to recommend resolution to amend 2025 budget and create a full-time Human Services Professional I position in the Human Services Department. Second by K. Lund. Motion passed 4:0.**
9. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to eliminate two returning seasonal caretaker positions and create one part-time Maintenance Worker I position at the Fair Park Department. **Motion by K. Zarling to recommend resolution to amend the 2025 budget and eliminate two returning seasonal caretaker positions and create one part-time Maintenance Worker I position at the Fair Park Department. Second by J. Callan.** Discussion to have Finance Committee also review for potential \$8,000 unemployment cost. **Motion passed: 4:0.**
10. Discussion and possible action recommending resolution to County Board to amend the 2025 budget and restructure the Sheriff's Department, specifically concerning the Chief Deputy and the Undersheriff Positions, effective no later than May 17, 2025. **Motion by K. Zarling to recommend resolution to amend the 2025 budget and restructure the Sheriff's Department, specifically concerning the unfunding of the Chief Deputy position and funding the Undersheriff position full-time at the Sheriff's Office. Second by K. Lund.** Discussion to have Finance Committee also review. **Motion passed: 4:0.**
11. Discussion and possible action to recommend resolution to County Board to amend the 2025 budget to maintain the funding for the Program Assistant in the Economic Development Department and authorize the position in the Human Services Department under Economic Support Division. **Motion by K. Zarling to recommend a resolution to amend the 2025 budget to maintain the funding for the Program Assistant position in the Economic Development Department but authorize the position in the Economic Support Division in the Human Services Department. Second by J. Callan.** Discussion no fiscal impact and change to classification listing only. **Motion passed 4:0.**

12. Discussion and possible action to recommend ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, and/or HR0645, Holidays, creating section(s) for holiday pay for specific positions working in 24/7 positions. **Motion by K. Zarling to recommend ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, and HR0645, Holidays, creating a section for holiday pay for positions required to work on a designated holiday. Second by K. Lund.** Discussion that minimum cost that departments agreed can absorb within current budget. Also, spelling/grammatical changes to be incorporated as well as specifying Chief Deputy is in the Sheriff's Office for exempt positions. **Motion passed 4:0.**
13. Update on Telecommuting audit tool(s). Discussion that MIS staff are looking at solutions and will provide an update at next meeting. **No action taken.**
14. Update and discussion concerning future planning and guidance under the Market Response Compensation policy, specifically addressing benchmark positions. Review of 79 benchmarks selected by grade. Committee requested similar report sorted by department. **No action taken.**
15. Convene into closed session for discussion and possible action 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. **No action taken.**
16. Reconvene into open session for possible action on items discussed in closed session. **No action taken.**
17. Review of December 2024 monthly financial reports for Human Resources and Safety. Information only. **No action taken.**
18. 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 December 17, 2024, meeting. **No action taken.**
19. Discussion and possible action on tentative future meeting schedule and agenda items. Next agenda to include updates on telecommuting audit tools and market benchmark positions. Next meeting scheduled for **Tuesday, February 18, 2025. No action taken.**
20. Adjournment. **Motion by K. Zarling to adjourn. Second by J. Callan. Motion passed 4:0. Meeting adjourned 9:47 a.m.**

**Next scheduled meetings:
Tuesday, February 18, 2025, at 8:30 a.m.
Tuesday, March 18, 2025, at 8:30 a.m.
Tuesday, April 15, 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.