

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Thursday, March 6, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2063, 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; Karl Zarling, Vice Chair (Virtual). Absent: Kirk Lund, Matthew Tracy. **Quorum established.**

Other staff present: Brian Bellford, Administrative Division Manager; Walt Christensen, Finance Committee; Marc DeVries, Finance Director; David Drayna, Finance Committee; Jerry Haferman, Undersheriff; George Jaeckel, Finance Committee; Richard Jones, Finance Committee (Virtual); Russel Kutz, Finance Committee; Michael Luckey, Interim County Administrator; Travis Maze, Sheriff; Josh Moore, GovInvest; Jessica Olszewski, Human Resources Advanced Coordinator; Terri Palm-Kostroski, Human Resources Director; Dalton Piecukonis, GovInvest; Jennifer Robinson, Recruitment and Retention Specialist (virtual); Brent Ruehlow, Human Services Director; Kelly Stade, Treasurer; Sarana Stolar, Paralegal (virtual); Danielle Thompson, Corporation Counsel; Morgan Toutant, Budget Analyst; Jessica Tucker, Benefits Administrator (virtual); Tamara Worzalla, Assistant Finance Director.

Other Public present: John Donohue (virtual).

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. Shared agenda item with Finance Committee in Room C2063: Discussion and possible action on live compensation management software solution and demonstration by GovInvest. GovInvest provided online demonstrations of market/salary software solution. Consensus of Committee to continue exploring GovInvest services. **No action taken.**

Note: Human Resources Committee physically moved to Room C2003 and moved to new Zoom Meeting for remainder of meeting. Also present: Jerry Haferman, Undersheriff; Michael Luckey, Interim County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director

7. Approval of January 21, 2025, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee January 21, 2025, minutes, as presented. Second by K. Zarling. Motion passed 3:0.**
8. Communications: None. **No action taken.**
9. **Motion by J. Callan to convene into closed session for discussion and possible action on the following: 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. Second by J. Callan. Braugher, "Aye"; Callan, "Aye"; Zarling, "Aye". Moved into closed session at 9:40 a.m.**

Note: For this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: Hafermann, Luckey; Maze, T Palm-Kostroski.

10. **Motion by J. Callan to reconvene into open session for possible action on items discussed in closed session. Second by K. Zarling. Motion passed 3:0. Moved into open session at 9:49 a.m.**
 - a. **Motion by K. Zarling to approve Sheriff Maze's recommendation of a one-day unpaid suspension for Deputy A. Second by J. Callan. Motion passed 3:0.**
 - b. **Motion by K. Zarling to approve Sheriff Maze's recommendation of a one-day unpaid suspension for Deputy B. Second by J. Callan. Motion passed 3:0.**

11. Discussion and possible action on tentative future meeting schedule and agenda items. Next agenda to possibly include updates on telecommuting audit tools and market benchmark positions. Next meeting scheduled for **Tuesday, March 18, 2025. No action taken.**
12. Adjournment. **Motion by J. Callan to adjourn. Second by K. Zarling. Motion passed 3:0.** Meeting adjourned 9:50 a.m.

Next scheduled meetings:
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.