

**HUMAN RESOURCES COMMITTEE MEETING MINUTES**  
**Tuesday March 18, 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; Karl Zarling, Vice Chair (Virtual). Absent: Kirk Lund, Matthew Tracy. **Quorum established.**

*Other staff present*: Marc DeVries, Finance Director; Michael Luckey, Interim County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski (virtual), Human Resources Director; Jennifer Robinson, Recruitment and Retention Specialist (virtual), Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator, Scott Kjornes, MIS.

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 March 6, 2025, Human Resources Committee Minutes. **Motion by Callan/Tracy to approve the Human Resources Committee March 6, 2025, minutes, as presented. Motion passed 4:0.**
7. Communications: None. **No action taken.**

8. Discussion and possible action recommending approval of Govinvest Market Total Compensation Services

The committee discussed options and pricing.

**Motion by Callan/Tracy to contract with GovInvest for 12 comparable counties in the amount of \$26,550 annually; \$8,375 in set up costs and forward to the County Board for their consideration. Motion passed 4-0**

A list of potential comparison counties was shared. The committee discussed what counties should be included. Zarling said it is important to him to include Dane and Waukesha counties as comparisons. The committee asked Palm to look at Calumet, Portage and Sheboygan counties and choose which one should be eliminated. This information will be brought back to the committee at their next meeting.

9. Discussion and possible action concerning funding for succession planning through Vested Benefit Reserve

Luckey and DeVries talked about using the Vested Benefit Reserve to help with succession planning. Luckey explained that succession planning was part of the Strategic Plan. This idea will be discussed by the Finance Committee at their next meeting. The Human Resources Committee supports this idea. **No action taken.**

10. **Motion by Callan/Tracy to 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 Supervisors Association. Roll Call Vote – Ayes All. Moved into closed session.**

Kirk Lund present during closed session.

11. **Motion by Tracy/Zarling to reconvene into open session for possible action on items discussed in closed session. Motion passed 5:0. Moved into open session.**

12. Review of February 2025 monthly financial reports for Human Resources and Safety  
**No action taken.**

13. Report from Human Resources Director to include Requests to fill vacant positions, Emergency Help requests, Extra steps and/or benefits for new hires and current positions, Update of Leaves of Absences requests, and Update on Human Resources Department activities

**No action taken.**

14. Discussion and possible action on tentative future meeting schedule and agenda items. The committee discussed their meeting schedule. It was proposed to move the Human Resources Committee meetings to the 3<sup>rd</sup> Friday of each month at 8:30 a.m. This will be discussed at the next meeting. The next meeting is scheduled for **Tuesday, April 15, 2025 at 8:30 a.m. No action taken.**

15. Adjournment. **Motion by Callan/Zarling to adjourn at 9:18 a.m. Motion passed 5:0.**

**Next scheduled meetings:  
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.*