

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, April 15, 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; Kirk Lund (virtual); Karl Zarling, Vice Chair. Absent: Matthew Tracy. **Quorum established.**

Other staff present: Jerry Haferman, Undersheriff; Michael Luckey, County Administrator; Travis Maze, Sheriff; Terri Palm-Kostroski, Human Resources Director; Brent Ruehlw, Human Services Director; Danielle Thompson, Corporation Counsel; 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 March 18, 2025, Human Resources Committee Minutes. **Motion by J. Callan to approve the Human Resources Committee March 18, 2025, minutes, as presented. Second by K. Lund. Motion passed 4:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action recommending approval of the 12 Comparable Counties for GovInvest Market Total Compensation Services. **Motion by K. Zarling to approve the following 12 counties to use as comparable market compensation: Calumet, Columbia, Dane, Dodge, Fond du Lac, Manitowoc, Rock, Sauk, Sheboygan, Walworth, Washington, and Waukesha. Second by J. Callan. Motion passed 4:0.**
9. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, Shift Differentials and Premium Pay. **Motion by K. Zarling, to recommend to County Board an amendment to Personnel Ordinance HR0360, to increase the shift differential pay for Communication Operators. Second by K. Lund. Motion passed 4:0.**
10. Discussion and possible action recommending creation of a full-time Administrative Specialist I position in Human Services Administrative Division. **Motion by J. Callan, to recommend creation of a full-time Administrative Specialist I position in Human Services to assist in monitoring compliance. Second by K. Zarling. Motion passed 4:0.**
11. **Motion by K. Lund to convene into closed session for discussion and possible action 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 and 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. Second by K. Zarling. Roll call vote: Braugher, Aye; Callan, Aye; Zarling, Aye; Lund, Aye. Moved into closed session at 8:54 a.m.**

Note: For the purpose of the closed session under Wisconsin State Statute section 19.85 (1)(b), the Human Resources Committee will be acting as the Jefferson County Civil Service Grievance Committee. Also present: T. Maze, J. Haferman, T. Palm-Kostroski, J. Tucker, D. Thompson, M. Luckey.
12. **Motion by J. Callan to reconvene into open session for possible action on items discussed in closed session. Second by K. Lund. Motion passed 4:0. Moved into open session at 9:05a.m.**
 - a. **Motion by J. Callan to approve the Sheriff’s recommendation for one sworn employee of a 2-day suspension for violation of work rules. Second by K. Lund. Motion passed 4:0.**

13. Review of March 2025 monthly financial reports for Human Resources and Safety. T. Palm-Kostroski reported no significant changes from previous meeting. **No action taken.**
14. Report from Human Resources Director. Report available within packet. **No action taken.**
15. Discussion and possible action on tentative future meeting schedule and agenda items. Next meeting scheduled for **Tuesday, May 20, 2025. No action taken.**
16. Adjournment. Motion by J. Callan to adjourn. Second by K. Lund. **Motion passed 4:0. Meeting adjourned 9:19 a.m.**

Next scheduled meetings:
Tuesday, May 20, 2025, at 8:30 a.m.
Tuesday, June 17, 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.