

HUMAN RESOURCES COMMITTEE MEETING MINUTES
Tuesday, June 17, 2025 @ 8:30 a.m.
Jefferson County Courthouse, Room C2001, and Videoconference

1. Call to Order: **Meeting called to order by J. Braugher at 8:31 a.m.**
2. Roll Call: Present: James Braugher, Chair; Joan Callan (virtual, at 8:04 a.m.); Kirk Lund; Karl Zarling, Vice Chair. Absent: Matthew Tracy. **Quorum established.**

Other staff present: Michael Luckey, County Administrator; Travis Maze, Sheriff; Jess Olszewski, Advanced Human Resources Coordinator (virtual); Terri Palm-Kostroski, Human Resources Director; Jenn Robinson, Recruitment and Retention Specialist (virtual); Danielle Thompson, Corporation Counsel; Jessica Tucker, Benefits Administrator.
3. Certification of compliance with the Open Meetings Law: Confirmed by M. Luckey.
4. Review of Agenda: No changes. **No action taken.**
5. Public Comment: None. **No action taken.**
6. Approval of April 17, 2025, Human Resources Committee Minutes. **Motion by K. Zarling to approve the Human Resources Committee April 17, 2025, minutes, as presented. Second by K. Lund. Motion passed 3:0.**
7. Communications: None. **No action taken.**
8. Discussion and possible action recommending a resolution approving the Elimination of the Assistant County Administrator position and creating a Communications and Marketing Coordinator position in the County Administration Office. **Motion by K. Zarling to approve the elimination of the vacant Assistant County Administrator position and creation of a full-time Communication and Marketing Coordinator position in the County Administration Office. Second by K. Lund. Aye: Zarling, Lund, Callan. Nay: Braugher. Motion passes 3:1.**
9. Review and discussion on list of benchmark positions presented to GovInvest to prepare comparable market total compensation. **Discussion by T. Palm Kostroski reviewing the list of 87 benchmark positions and how they represent the vast majority of all pay grades, departments, and job types/classifications based on review of competencies. No action taken.**
10. **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 8:59 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, T. Palm-Kostroski, J. Tucker, D. Thompson, M. Luckey, J. Robinson, J. Olszewski.

11. Motion by K. Zarling 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 9:28 a.m.
 - a. Motion by K. Zarling to approve the Sheriff's recommendation for two sworn employees of a 10-day suspension and reassignment from Patrol to Jail from time of incident to approximately July 1, 2025, as agreed upon for violation of work rules. Second by K. Lund. Motion passed 4:0.
12. Review of May 2025 monthly financial reports for Human Resources and Safety. T. Palm-Kostroski reported no significant changes from previous meeting. **No action taken.**
13. Report from Human Resources Director. Report available within packet. **No action taken.**
14. Discussion and possible action on tentative future meeting schedule and agenda items. Next meeting scheduled for **Tuesday, July 15, 2025. No action taken.**
15. Adjournment. Motion by K. Zarling to adjourn. Second by K. Lund. **Motion passed 4:0. Meeting adjourned 9:37 a.m.**