

**Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549**

Tuesday, February 18, 2020 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; James Schroeder; Michael Wineke, Vice Chair

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Communications
7. Approval of February 7, 2020, Human Resources Committee Minutes
8. Discussion and possible action accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating a full-time Family Well-Being Coordinator position and an undetermined number of Family Well-Being Specialist positions at the Human Services Department
9. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries
10. Discussion and possible action to establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds and Treasurer
11. Discussion and update on review of Personnel Policies and the Personnel Ordinance
12. Set next meeting date and agenda items
13. Adjournment

**Next scheduled meetings:
Tuesday, March 17, 2020 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 accommodations 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.

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Tuesday, February 7, 2020 @ 8:00 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:00 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; Michael Wineke, Vice Chair. Jim Schroeder present at 8:05 a.m. **Quorum established.** Others staff present: Marc DeVries, Finance Director; Audrey McGraw, County Clerk; Terri Palm-Kostroski, Human Resources Director; and Benjamin Wehmeier, County Administrator. Members of the public present: none.
3. Certification of compliance with the Open Meetings Law: Confirmed by B. Wehmeier, County Administrator.
4. Review of Agenda: No changes.
5. Public Comment: None.
6. Communications: None.
7. Approval of January 14, 2020, Human Resources Committee Minutes. **Motion by M. Wineke to approve the Human Resources Committee January 14, 2020, minutes as presented. Second by K. Lund. Motion passed 4:0.**
8. **Motion by L. Payne to move into closed session pursuant to Wisconsin State Statutes section 19.85 (1)(e), "Deliberating or negotiating the purchasing of public properties, the investing funds, or conducting other specified public business, whenever competitive or bargaining reasons requires a closed session" for the purpose of discussing a labor negotiations and a possible labor agreement with the Labor Association of Wisconsin, Local 102. Second by K. Lund. Payne, Aye; Braughler, Aye; Lund, Aye; Wineke, Aye. Motion passed: 4:0. Moved into closed session at 8:03 a.m.**

Note: Also present: M. DeVries, T. Palm-Kostroski, and B. Wehmeier.
9. **Motion by L. Payne to reconvene into open session for possible action on items discussed in closed session. Second by M. Wineke. Moved into open session at 8:19 a.m.**
 - a. **Motion by K. Lund to recommend forward resolution to County Board to ratify the 2020-2022 Collective Bargaining Agreement with the Jefferson County Law Enforcement Officers Association, Local 102. Second by L. Payne. Motion passed: 5:0.**
10. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries. **Motion by L. Payne to amend Ordinance No 2015-30 to accept Grade 12 as the grade placement for County Clerk, Register of Deeds and Treasurer, as recommended by The Austin Peters Group. Second by K. Lund. Motion passed 5:0. Motion by J. Schroeder to amend Ordinance No 2015-30 to use the step in applicable grade at the step closest to, but not less than, the 60th percentile of market comparable data. Second by M. Wineke. Motion passed 5:0.**
11. Discuss and possible action to establish salaries for the 4-year term, from 2021 – 2024, for the positions of County Clerk, Register of Deeds, and Treasurer. **Motion by L. Payne to provide a 2% increase to the Register**

of Deeds and Treasurer positions for each of the four-year term and a .705% increase to the County Clerk position for each of the four-year term. Second by J. Schroeder. Motion passed 5:0.

Break: 9:25 a.m. Readjourn at 9:30 a.m.

12. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier and T. Palm-Kostroski provided information on feedback received from the employee comments, discussion from the department head meeting and discussion with employee/management group at Highway. Also, in order to ensure it is done right, may to include the final section and may not be presented to Board for vote until after April. **Information only, no action taken.**
13. Review of January, 2020, monthly financial reports for Human Resources and Safety. **Information only, no action taken.**
14. Report from Human Resources Director. **Information only, no action taken.**
15. Set next meeting date and agenda items: Tuesday, February 18, 2020; and Tuesday, March 17, 2020. Agenda items to be determined.
16. Adjournment **Motion by J. Schroeder to adjourn. Second by L. Payne, to adjourn. Motion passed 5:0. Meeting adjourned at 11:08 a.m.**

RESOLUTION NO. 2019-_____

Accepting Parents Supporting Parents Program grant funding through the Wisconsin Department of Children and Families and creating one full-time Family Well-Being Coordinator position at the Human Services Department

Executive Summary

Jefferson County Human Services was recently awarded a three-year grant from the Wisconsin Department of Children and Families to be one of three Innovation Zones in Wisconsin to implement a Parents Supporting Parents Program. The Parents Supporting Parenting is an evidence-based model that is aimed at empowering parents with lived Child Protective Services experience as mentors to parents within the child welfare system, while simultaneously integrating the voice of lived experience into the Wisconsin child welfare system. Experience with similar programs reported both tangible and intangible benefits including: a greater belief in one's self; hope; knowledge of how to advocate for themselves; organizational skills; access to resources; and weekly meetings and phone calls, and other supports.

The new funding will be utilized to create one full-time Family Well-Being Coordinator position in the planning year and an undetermined number of full and part-time Family Well-Being Specialist positions in year 1 and beyond. In addition, funding will be used to contract with a clinical support provider(s), to attend trainings, and for other overhead expenses. The Family Well-Being Coordinator will require a Bachelor's Degree and ideally have professional experience with the child welfare system and will provide training to their team of Family Well-Being Specialists, arrange for Clinical Support, provide oversight of day-to-day tasks of the program, and coordinate case management and provide individual supervision on cases.

The total award of the grant is for \$460,800. The payment schedule for this grant is \$77,800 in the planning year (2020), \$154,830 in year one (2021) and \$228,170 in year two (2022). After this contract period, Innovation Zones will be eligible for up to four annual contract renewals for full implementation of the program at reduced funding levels (2023 and beyond). Thereafter, these positions will be sustained through cost savings of returning children to their home, utilizing child welfare allocation, combining efforts with another county or counties, and/or Medicaid funding through the Comprehensive Community Services program.

On February 18, 2020, the Human Resources Committee reviewed the request from the Human Services Director. On March 10, 2020, the Finance Committee reviewed the request from the Human Services Director. The Human Resources and Finance Committees recommended forwarding this resolution to the County Board to accept the grant funding of \$77,800 in the planning year (2020) and create one full-time Family Well-Being Coordinator position at the Human Services Department.

WHEREAS, the above Executive Summary is incorporated into this resolution, and

WHEREAS, the Parents Supporting Parents program is an evidence-based model that is aimed at empowering parents with lived Child Protective Services experience as mentors to parents within the child welfare system, while simultaneously integrating the voice of lived experience into the Wisconsin child welfare system, and

WHEREAS, grant funding is available from the Wisconsin Department of Children and Families to implement a Parents Supporting Parents Program, and

WHEREAS, to further support families in the Child Protective Services program and promote a positive change in the way Child Protective Services interact with parents and families and vice versa, the Human Services Director requests, and the Human Resources and Finance Committees recommend, creation of one full-time Family Well-Being Coordinator position at the Human Services Department.

NOW, THEREFORE, BE IT RESOLVED that the 2020 County Budget be amended to accept the grant funding from the Wisconsin Department of Children and Families in the amount of \$77,800, and

BE IT FURTHER RESOLVED that the 2020 County Budget setting forth position allocations and funding at the Human Services Department be and is hereby amended to create one full-time Family Well-Being Coordinator position, to become effective upon passage.

Fiscal Note: The Family Well-Being Coordinator is anticipated to start April, 2020, with salary and fringe benefits of \$61,293.47 for the remainder of 2020 and is fully funded through the Parents Supporting Parents grant of \$77,800.00; therefore, no tax-levy is required for these positions. This is a budget amendment. County Board approval requires a two-thirds vote of the entire membership of the County Board (20 votes of the 30 member County Board).

Ayes _____ Noes _____ Abstain _____ Absent _____ Vacant _____

Requested by
Human Resources Committee

03-10-2020

REVIEWED: Administrator _____; Corp. Counsel _____; Finance Director _____