

Agenda - Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 202
Jefferson, WI 53549

Monday, March 2, 2020 @ 3:30 p.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 18, 2020, Human Resources Committee Minutes
8. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries
9. 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
10. Discussion and update on review of Personnel Policies and the Personnel Ordinance
11. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge County
12. Report from Human Resources Director:
 - a. January, 2020, monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence requests
 - e. Additional steps, benefits and bonuses provided to employees
13. Set next meeting date and agenda items
14. 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 18, 2020 @ 8:30 a.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 8:30 a.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; James Schroeder; Michael Wineke, Vice Chair. **Quorum established.** Laura Payne, Secretary at 8:38 a.m. Others staff present: Cindy Hamre-Incha, Clerk of Courts; Staci Hoffman, Register of Deeds; 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: Handouts None.
7. Approval of February 7, 2020, Human Resources Committee Minutes. **Motion by J. Schroeder to approve the Human Resources Committee February 7, 2020, minutes as presented. Second by K. Lund. Motion passed 4:0.**
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. **Motion by J. Schroeder to approve forwarding a resolution to County Board to accept the Parents Supporting Parents Program grant funding and create a full-time Well-Being Coordinator position. Second by M. Wineke. Motion passed 4:0.**
9. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries. **Motion by J. Schroeder to accept the amendment to Ordinance No 2015-30 as printed. Second by Motion passed 3:2 (K. Lund, L. Payne).**
10. 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 M. Wineke to accept the resolution as printed. Second by J. Schroeder.**
 - **Motion by K. Lund to divide the question. Second by L. Payne. Motion passed 4:1 (M. Wineke).**
 - **Motion by J. Schroeder to accept the 60th percentile as the base for salary adjustments, as indicated in the first paragraph of printed resolution. Second by M. Wineke. Motion passed 3:2 (K. Lund, L. Payne).**
 - **Motion by J. Braughler to amend the second paragraph of the printed resolution and delete “a 0% increase in 2021 and 2022,” and add “year” to read: “After analyzing this information, the Human Resources Committee is recommending a .705% increase in each year of the four-year term of the County Clerk ...” Second by L. Payne. Motion passed 5:0.**
 - **Motion by L. Payne to accept a 2% increase to the Register of Deeds and Treasurer positions for each year of the four-year term and a .705% increase to the County Clerk position for each year of the four-year term, as indicated in the second paragraph of the amended printed resolution. Second by**

J. Schroeder. Motion passed 5:0.

11. Discussion and update on review of Personnel Policies and the Personnel Ordinance. B. Wehmeier and T. Palm-Kostroski provided a brief update that additional information was being collected from comparable counties as well as legal opinion. The management team will continue to meet to review additional information and policies. **Information only, no action taken.**
12. Set next meeting date and agenda items: Tuesday, March 17, 2020, at 8:30 a.m. Agenda items to be determined.
13. Adjournment **Motion by L. Payne to adjourn. Second by K. Lund, to adjourn. Motion passed 5:0. Meeting adjourned at 10:20 a.m.**