

HUMAN RESOURCES COMMITTEE MEETING MINUTES

Monday, March 2, 2020 @ 3:30 p.m.

Jefferson County Courthouse, Room 112

1. Call to Order: Meeting called to order by Committee Chair, James Braughler, at 3:30 p.m.
2. Roll Call: Present: James Braughler, Chair; Kirk Lund; Laura Payne, Secretary; James Schroeder; Michael Wineke, Vice Chair. **Quorum established.** Others staff present: Marc Devries, Finance Director; 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 18, 2020, Human Resources Committee Minutes. **Motion by L. Payne to approve the Human Resources Committee February 18, 2020, minutes as presented. Second by J. Schroeder. Motion passed 5:0.**
8. Discussion and possible action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries.
 - **Motion by J. Schroeder to reconsider the action from the February 18, 2020, Human Resources Committee meeting to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries. Second by J. Braughler. Motion passed 5:0.**
 - **Motion by L. Payne to make an amendment to previous action to amend Ordinance No. 2015-30, Establish procedure to set elected official salaries, to establish the starting base of elected official salaries at the 70th percentile, with the goal to have actual salaries at the 60th percentile throughout the four-year term. Second by K. Lund. Motion to approve the amendment passed 5:0.**
 - **Action to approve the reconsidered ordinance as amended passed 5:0.**
9. 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 reconsider action taken on February 18, 2020, Human Resources Committee meeting to establish salaries for the 4-year term for the positions of County Clerk, Register of Deeds, and Treasurer. Second by K. Lund. Motion passed 5:0.**
 - **Motion by J. Schroeder to recommend to County Board a 2% increase for each year of the four-year term for the positions of Register of Deeds and Treasurer and a 0% increase in 2021, a 1.432% increase in 2022, a 2% increase in 2023 and a 2% increase in 2024 for the position of County Clerk. Second by M. Wineke. Motion passed 5:0.**
 - **Action to approve the reconsidered resolution passed 5:0.**
10. Discussion and possible action to recommend a resolution to authorize the number of part-time deputies based on the total hours budgeted and not limited to a specific number of part-time deputies, and to

repeal any existing resolution limiting the number of part-time deputies. **Motion by J. Schroeder to allow the Sheriff to hire part-time deputies based on the hours budgeted and not the number of part-time deputies. Second by K. Lund. Motion passed 5:0.**

11. Discussion and update on review of Personnel Policies and the Personnel Ordinance. Management team is beginning to review the final sections of the policies and is still reviewing comments and feedback from employees. **Information only, no action taken.**
12. Update on possible shared Risk Manager/Safety Officer and Purchasing Officer positions with Dodge County. B. Wehmeier informed the committee that T. Palm-Kostroski, M. DeVries and he attended Dodge County Executive meeting on March 2, 2020, at 9:00am. Direction from Dodge County to their staff was to provide additional information than the business case already presented. **Information only, no action taken.**
13. Report from Human Resources Director. T. Palm-Kostroski reviewed the February, 2020, monthly accomplishments and goals; vacant position, emergency help, and extended leave of absence requests; and additional steps, benefits and bonuses provided to employees since the last Human Resources Committee meeting. **Information only, no action taken.**
14. Set next meeting date and agenda items: Tuesday, March 17, 2020, at 8:30 a.m. Agenda items to be determined.
15. Adjournment **Motion by L. Payne to adjourn. Second by J. Schroeder. Motion passed 5:0. Meeting adjourned at 5:00 p.m.**