

Human Resources Committee Agenda
Jefferson County Courthouse
Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549

Tuesday, May 21, 2024, at 8:30 a.m.

Join Zoom Meeting: https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09	
Meeting ID: 876 9775 4337	Passcode: Meet2022
One tap Mobile: 1-312-626-6799	

Committee Members: James Braugher, Joan Callan, Kurt Lund, Matthew Tracy, and Karl Zarling

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. Election of Officers – Chair and Vice Chair
6. Public comment (*Members of the Public who wish to address the Committee on specific agenda items must register their request at this time*)
7. Approval of February 28, 2024, Minutes
8. Communications
 - a. Retirement Recognitions
 - b. Presentation of Human Resources Committee Orientation
 - c. Presentation of Market-Response Compensation Analysis
9. Discussion and possible action to approve and to recommend forwarding Resolution to Eliminate a Full-time Lead Intake Worker Position and Create a Full-time Intake Worker Position and to Eliminate a Full-time Intake After Hours Worker Position and Create a Full-time, Exempt Crisis Supervisor Position in the Human Services Department
10. Discussion and possible action to approve and to recommend forwarding Resolution to Adopt Human Resources Policy to Implement a Market-Response Compensation Management Program to the County Board of Supervisors
11. Discussion and possible action to approve and to recommend forwarding Resolution to implement a County Referral Program to the County Board of Supervisors
12. Discussion and consideration to review and possibly amend current wages for non-represented, classified positions
 - a. Regression analysis data only
 - b. Complete review of all 225 classifications and regression analysis with market data
13. Update and discussion regarding pay policies, including shift differential and bonuses for employees regularly performing bilingual role and/or services
14. Review of April 2024 monthly financial reports for Human Resources and Safety
15. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Reclassification requests
 - d. Extra steps and/or benefits for new hires and current positions
 - e. Approvals of Leaves of Absences
 - f. Update on Human Resources Department activities
16. Discussion and possible action on tentative future meeting schedule and agenda items.
17. Adjournment

Next scheduled meetings:
Tentatively, Tuesday, June 18, 2024, 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.