

## Agenda

**Human Resources Committee  
Jefferson County Courthouse  
320 S Main St, Room 112  
Jefferson, WI 53549**

**October 18, 2011 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Mary Delany; Craig Peterson, Secretary; Dick Schultz and Lloyd Zastrow, 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. Citizen comments
6. Approval of September 20, 2011 minutes
7. Discussion and recommendation to request a transfer of funds from contingency for labor negotiation services provided by William Bracken from Davis and Kuehlthau, S.C.
8. Recommendation of a resolution to eliminate a full-time Lead Intake Worker position and create a full-time Intake Worker position at Human Services
9. Recommendation of a resolution to eliminate one part-time File Clerk position and one part-time vacant Medical Records Secretary position and create one full-time Medical Records/File Clerk position at Human Services
10. Review of Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families
11. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty
12. Consideration of amendment to Personnel Ordinance HR0640, Health Insurance, including changes required by law and possible reduction in waiting periods
13. Consideration of amendment to Personnel Ordinance HR0360, Hours of Work, Overtime and Compensatory Time, including county-wide Fair Labor Standards consideration and on-call/call-in policy
14. Consideration of an employee policy or personnel ordinance regarding concealed carry work rules
15. Report from Human Resources Director, including positions filled report, emergency help requests, and report of hiring above minimum in benefits and wages
16. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), 19.85(1)(e), and 19.85(1)(f), consideration of employee discipline, update and consideration of union negotiations and consideration of employee(s) specific medical history as it relates to a leave of absence request.
17. Reconvene into open session for consideration and possible action regarding items discussed in closed session
18. Set next meeting date and agenda
19. Adjournment

**Next scheduled meeting: November 15, 2011 @ 8:30am.**

The Committee may discuss and/or take action on any item specifically listed on the agenda

**Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**