

Agenda - Human Resources Committee – *REVISED May 19, 2014
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549
May 20, 2014 @ 8:30 a.m.

Committee Members: Paul Babcock, James Braughler, Greg David, Jim Mode and Michael Wineke

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Election of Chair, Vice Chair and Secretary positions
5. Review of the Agenda
6. Citizen comments
7. Approval of April 15, 2014 minutes
8. Communications
9. Report from Human Resources Director:
 - a. Monthly accomplishments and goals
 - b. Review of the Human Resources Committee's authority (Personnel Ordinance HR0145)
 - c. Listing of popular Human Resources (HR) acronyms
 - d. Vacant position and emergency help requests
 - e. Reclassification requests
 - f. New hires starting above minimum
10. Review of Monthly Financial Report
11. *Consideration to eliminate a full-time, vacant Comprehensive Community Services (CCS) Facilitator position and create a full-time CCS Supervisor position
12. Review of pay compression analysis between sworn positions at the Sheriff's Department
13. Review of pay compression concerns between Lead workers and Highway/Equipment Operators at the Highway department
14. Consideration of wages and benefits for sworn, non-represented staff of Sergeants, Captains, and Chief Deputy
15. Consideration of wages for Highway Lead Workers
16. *Discussion of Personnel Ordinance HR0340, Application of Pay Plan to Positions, to consider an exception to the general rule of pay progression as determined necessary
17. Consideration of amendment to the Jefferson County's Affirmative Action and Equal Employment Opportunity Policy
18. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of an employee's specific medical history as it relates to a leave of absence request
19. Reconvene into open session for consideration and possible action regarding items discussed in closed session
20. Set the 2014-2015 Human Resources Committee meeting schedule and agenda items for the next meeting
21. Adjournment

Next scheduled meeting: June 17, 2014 @ 8:30 a.m.

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.