

Agenda
Human Resources Committee
Jefferson County Courthouse
311 S Center Ave, Room 112
Jefferson, WI 53549

January 20, 2015 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David, Secretary;
Paul Babcock; and Michael Wineke

1. Call to order
2. Roll call to establish a quorum
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Citizen comments (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of November 18, 2014 minutes
7. Communications
8. Monthly Financial Report
9. Review of Fourth Quarter Retirements to be presented to Board
10. Review and approval of Jefferson County HIPAA Privacy Notice
11. Consideration to repeal and replace Personnel Ordinance HR0440, HIPAA/Notice of Privacy Practices, to conform with federal and state regulations and authorize Human Resources Committee and/or staff to make administrative changes to HIPAA Privacy procedures/forms
12. Approve hire of an individual with less than appropriate requirements, per Personnel Ordinance HR0220, Application Procedure
13. Report from Human Resources Director
 - a. November and December January Monthly Reports
 - b. Vacant Position Requests
 - c. Emergency Help Requests
 - d. Hiring above minimum step and/or additional benefits
 - e. Granting of additional steps per Personnel Ordinance
 - f. Compensatory Time carryover
 - g. Holiday Carryover
 - h. Vacation carryover
14. Set next meeting date and agenda
15. Adjournment

Next scheduled meeting: February 17, 2015 @ 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.