

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

April 21, 2015 @ 8:30 a.m.

***REVISED 04-17-2015**

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

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 - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Approval of March 17, 2015 minutes
7. Communications
8. Review and approval of meeting dates and times for May 2015 – April 2016
9. Monthly Financials
10. ***Consideration to recommend the elimination of part-time Driver positions and creation of a pool of Driver positions at Human Services**
11. Review and recommendation of pay rates for summer, seasonal and occasional non-classified positions
12. Consideration to create Personnel Ordinance to address uniform and/or safety clothing/gear reimbursement
13. Consideration to create a Personnel Ordinance to address Safety in the Workplace
14. Under Personnel Ordinance HR0145(A), Human Resources Committee Authority, interpret personnel ordinance provision to determine if step-parent-in-law is covered under the Bereavement Absence policy
15. Consideration to amend Personnel Ordinance HR0610, Bereavement Absence, and use of bereavement leave
16. Discussion on future policy topics including:
 - a. Violence in the Workplace
 - b. Bullying in the Workplace
 - c. Drug and Alcohol Use
 - d. Reclassification process for Elected Officials

17. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and 19.85 (1)(f), preliminary consideration of specific personnel problems and the investigation of charges against specific person(s)
18. Reconvene into open session for consideration and possible action regarding items discussed in closed session
19. Monthly Report from Human Resources
 - a. Monthly accomplishments/goals
 - b. Vacant Positions
 - c. Emergency Help Requests
 - d. Hiring above minimum step and/or benefits
20. Set next meeting date and agenda
21. Adjournment

Next scheduled meeting: May 19, 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.