

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

**Tuesday, December 15, 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 (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. Communications
  - a. Introduction of Casey Radtke, Human Resources Coordinator and Karen Mundt, Benefits Administrator
7. Approval of October 20, 2015 minutes
8. Discussion to recommend amendment to Personnel Ordinance HR0640, Health Insurance, defining when voluntary cancellation of coverage can occur
9. Discussion and possible recommendation to amend authorizing leave of absences under Personnel Ordinance HR0450, Leave of Absence without Pay
10. Review Human Resources Department monthly Financial Reports from September, 2015, and October, 2015
11. Report from Human Resources Director
  - a. Human Resources October and November monthly Reports
  - b. Vacant Position requests
  - c. Emergency Help requests
  - d. Hiring above minimum/providing additional steps
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Section 19.85 (1)(f), consideration of medical data of specific person(s) as it relates to requests of personal leave of absences
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: Tuesday, January 19, 2016 @ 8:30am.**

***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.***