

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

Tuesday, March 15, 2016 @ 8:00 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
7. Approval of February 16, 2016 minutes
8. First quarter, 2016, Retirement Recognitions to be presented to County Board
9. Discussion and possible action to eliminate one vacant part-time Disabled Benefit Specialist position, eliminate one vacant part-time ADRC Specialist position, eliminate one part-time Elderly Benefit and create one full-time Elderly and Disabled Benefit Specialist position at Human Services
10. Discussion on assigning future agenda items on Task Force assignments – Review Human Resources policy and operations countywide in classification and compensation; Enterprise Resource Planning software technology options; Professional development and training opportunities; recruitment and retention strategies; succession planning strategies
11. Discussion and possible action to amend the County’s HIPAA Notice of Privacy Practices
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline and Wisconsin Statutes Section 19.85 (1)(g), conferring with legal counsel concerning strategy to be adopted by the County with respect to litigation regarding an Equal Employment Opportunity claim in which it is or is likely to become involved.
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Review Human Resources Department monthly Financial Report from December, 2015

15. Report from Human Resources Director
 - a. Human Resources January and February, 2016 monthly Reports
 - b. Vacant Position requests
 - c. Emergency Help requests
 - d. Summary of additional step(s) and/or benefits offered to new and current employees
 - e. Reclassification Recommendations
 - f. Leave of Absences approvals
16. Set next meeting date and agenda
17. Adjournment

Next scheduled meeting: Tuesday, April 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.