

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

**May 4, 2016 @ 8:00a.m.**

Committee Members: James Braughler, Greg David, Jim Mode, Michael Wineke, Lloyd Zastrow

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. Public comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
7. Approval of March 15, 2016 minutes
8. Communications
9. Discussion and possible action to create a full-time Comprehensive Community Services Facilitator position and create a full-time Behavioral Health Specialist (Psychotherapist) position at Human Services
10. Discussion and possible action to eliminate two part-time Group Home Worker positions (one currently vacant) and create one full-time Group Home Worker position at Human Services
11. Discussion and possible action to create a full-time Business Relations and Marketing Manager at Economic Development
12. Discussion and possible action establishing non-classified pay rates for 2017
13. 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
14. Review of March, 2016 Monthly Financial Report
15. Report from Human Resources Director:
  - a. March and April monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence approvals
  - e. Employees provided additional steps or benefits
  - f. Reclassification requests
16. Set the 2016-2017 Human Resources Committee meeting schedule and agenda items for the next meeting
17. Adjournment

**Next scheduled meeting: To Be Determined**

*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.*