

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

Tuesday, September 20, 2016 @ 8:30 a.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. Review of the Agenda
5. Public comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval July 19, 2016 minutes
7. Communications
8. Third quarter, 2016, Retirement Recognitions to be presented to County Board
9. Presentation on LEAN Continuous Improvement project on Recruitment Efficiencies by Human Resources staff
10. Discussion and possible action to amend Personnel Ordinance HR0360 Hours of Work, Overtime, and Compensatory Time to allow for mid-year cash out of accumulated compensatory time
11. Discussion of Resolution 2004-50 and possible amendment to insurance coverage for active military employees and their families
12. Discussion of Resolution 2004-51 and possible amendment to vacation accrual for employees on active military duty
13. Review of June and July, 2016 Monthly Financial Reports-Human Resources and Safety
14. Report from Human Resources Director:
 - a. July and August monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps or benefits
15. Set next meeting date and agenda items
16. Presentation on Fire Safety Awareness by Kim Eggers, Safety Coordinator
17. Demonstration and Training on the Use of a Fire Extinguisher (will be held in the Courtyard on the West side of the Courthouse, Door 1)
18. Adjournment

Next scheduled meeting: Tuesday, October 18, 2016 at 8:30 a.m.

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.