

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

Tuesday, December 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 November 15, 2016 minutes
7. Communications
8. Discussion and possible action to re-title the Business Relations/Marketing Manager in Economic Development
9. Discussion and possible action to recommend the reclassification of an Accountant I position at Human Services
10. Discussion and possible action to recommend the reclassification of the Administrative Services Division Manager position at Human Services
11. Discussion and possible action to recommend the reclassification of the Medical Office Assistant at Human Services
12. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0645, Holidays, to extend the 10 floating holidays to the Jail Food Services Supervisor position
13. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of two employee disciplines. *Note: The Human Resources Committee will be serving as the Civil Service Grievance Committee for the employee discipline during the closed session.*
14. Reconvene into open session for action regarding items discussed in closed session
 - a. Employee Discipline one
 - b. Employee Discipline two
15. Review of October, 2016, Monthly Financial Report for Human Resources and Safety
16. Report from Human Resources Director:
 - a. November monthly accomplishments and goals
 - b. Vacant position requests
 - c. Emergency Help requests
 - d. Leave of Absence approvals
 - e. Employees provided additional steps, benefits and/or bonuses
17. Set next meeting date and agenda items
18. Adjournment

Next scheduled meeting: Tuesday, January 17, 2017 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.