

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

**Monday, January 23, 2017 @ 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 December 20, 2016 minutes
7. Communications
8. Set the 2017-2018 Human Resources Committee meeting schedule
9. Review and discussion of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Process, specifically regarding the reclassification processes
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. Update on and review of Task Force assignments
  - a. Analysis of overtime and sick time utilization
  - b. Professional Development training
  - c. Recruitment and Retention
  - d. Succession Planning
13. Review of November, 2016 Monthly Financial Report for Human Resources and Safety
14. Report from Human Resources Director:
  - a. November and December, 2016, 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. Summary of compensatory time, vacation, holiday, and random hour carryovers
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meeting: Tuesday, February 21, 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.*