

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

**Tuesday, January 16, 2018 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Greg David; Jim Mode, Vice Chair; Michael Wineke; Lloyd Zastrow, Secretary

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 of December 6, 2017, Human Resources Committee Minutes
7. Communications
8. Retirements
9. Establish salaries for the 4-year term, from 2019 – 2022, for the positions of Clerk of Courts and Sheriff
10. Discussion and possible action to eliminate one vacant, full-time Construction and Maintenance Lead Worker position, to create one full-time, Building and Grounds Maintenance Worker II position, and to increase the hours of the part-time (9-month) Building and Grounds Maintenance Worker II position to a full-time Building and Grounds Maintenance Worker II position at the Parks Department
11. Update, discussion and possible action regarding the 2018 Classification and Compensation Study
12. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), for considering dismissal, demotion, licensing or discipline of a public employee.
13. Reconvene into open session for consideration and possible action regarding items discussed in closed session
14. Report from Human Resources Director:
  - a. December, 2017, monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence requests
  - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
  - f. Compensatory, Vacation and Holiday carryover and forfeiture amounts
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meeting: Tuesday, February 20, 2018 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.*