

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

Monday, March 25, 2019 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Kirk Lund; Laura Payne; James Schroeder; Michael Wineke, Vice Chair

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. Election of Secretary
7. Communications
 - a. January – March, 2019 Retirement recognitions
8. Approval of December 18, 2018, Human Resources Committee Minutes
9. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session,” specifically, consideration of a Memorandum of Understanding with the Jefferson County Law Enforcement Officers Association, Local 102 to enter into a side agreement regarding starting wages and vacation for new deputies with prior law enforcement experience
10. Reconvene into open session for consideration and possible action to approve a Memorandum of Understanding with the Jefferson County Law Enforcement Officers Association, Local 102 regarding starting wages and vacation for new deputies with prior law enforcement experience
11. Discussion on the Civil Service Ordinance as it relates to recruitment, selection and hiring
12. Discussion on recruitment challenges for Communication Operators in the Sheriff’s Office and hiring above minimum guidelines for the position
13. Discussion and possible action to create a full-time Maintenance I worker in the Central Services Department
14. Discussion on hiring additional Assistant Corporation Counsel in the Corporation Counsel Office to assist with Human Services legal needs
15. Discussion on possible contracting to fill the vacant Managing Director/Business Development position in the Economic Development department due to potential amendment of an Intercounty Government Agreement
16. Discussion on hiring a consultant to review and make recommendations to update Personnel policies and the Personnel Ordinance
17. Discussion and update on Nationwide Fixed Account investment options
18. Discussion on current Dean Health insurance plan design and definitions as it relates to 2020 renewal

19. Review of December, 2018 Monthly Financial Reports for Human Resources and Safety
20. Review of January and February, 2019 Monthly Financial Reports for Human Resources and Safety
21. Report from Human Resources Director:
 - a. December, 2018; January, 2019 and February, 2019, 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
22. Set next meeting date and agenda items
23. Adjournment

Next scheduled meeting: Tuesday, April 16, 2019 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.