

**Agenda - Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 205 and Videoconference**  
**Jefferson, WI 53549**

**Tuesday, June 15, 2021 @ 8:30 a.m.**

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUpnY1lFOGU4VEVjZFFNREdycU1TUT09>

Meeting ID: 946 8288 7058

Passcode: 427144

One tap Mobile: **1-312-626-6799, 946 8288 7058#**

Committee Members: James Braugher, Chair; Joan Fitzgerald; Laura Payne, Secretary; Brandon White, and 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. Communications
7. Approval of May 18, 2021, Human Resources Committee Minutes
8. Discussion and possible action to create one part-time Program Assistant position at the Health Department
9. Discussion and possible action on amending the Personnel Ordinance and adopting a Remote Work/Telecommuting policy
10. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter" for the purpose of discussing a Stipulation and Order imposing discipline on one employee of the Sheriff's Office. *Note: There will be three items for discussion. For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
11. Reconvene into open session for possible action on approving a Stipulation and Order imposing discipline on up to three employees of the Sheriff's Office.
12. Review of May 2021 monthly financial reports for Human Resources and Safety
13. Report from Human Resources Director:
  - a. Vacant position requests
  - b. Emergency Help requests
  - c. Additional steps, benefits, and bonuses provided to employees
  - d. Update of Human Resources activities in May 2021
14. Set next meeting date and agenda items
15. Adjournment

**Next scheduled meetings:**

**Tuesday, July 20, 2021, at 8:30 a.m.**

**Tuesday, August 17, 2021, 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.*