

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

**Tuesday, January 18, 2022, at 8:30 a.m.**

Join Zoom Meeting:

<https://zoom.us/j/94682887058?pwd=VUbnY1IFOGU4VEVjZFFNREdycU1TUT09>

Meeting ID: 946 8288 7058

Passcode: 427144

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

Committee Members: James Braughler, 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 November 16, 2021, Human Resources Committee Minutes
8. Update and discussion concerning COVID policy and trends for Jefferson County employees
9. Discussion on President Biden's Executive Order mandating vaccinations and/or weekly testing for certain employees
10. Establish salaries for the 4-year term, from 2019 – 2022, for the positions of Clerk of Courts and Sheriff
11. Discussion and possible action on amending Personnel Ordinance HR0461, Military Leave Procedure, to incorporate Resolution 2004-50 regarding insurance coverage for County employees on active military duty and their families and Resolution 2004-51 regarding vacation accrual for County employees on active military duty and rescind Resolution 2004-50 and Resolution 2004-51
12. Review of December, 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. Summary of reclassification requests
  - e. Update of Human Resources activities in December, 2021
14. Set next meeting date and agenda items
15. Adjournment

**Next scheduled meetings:**

**Tuesday, February 15, 2022, at 8:30 a.m.**

**Tuesday, March 15, 2022, 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.*