

Human Resources Committee Agenda
Jefferson County Courthouse
Conference Room C2003
311 S Center Avenue
Jefferson, WI 53549

Wednesday, January 3, 2024, at 3:00 p.m.

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzd0TkZFY3RPRHpxMW5kTGxVdz09>
Meeting ID: 876 9775 4337 Passcode: Meet2022
One tap Mobile: **1-312-626-6799**

Committee Members: James Braughler, Chair; Joan Fitzgerald, Vice-Chair; Meg Turville-Heitz; Michael Wineke; Karl Zarling

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 October 24, 2023, Minutes
7. Communications
 - a. Quarterly retirement recognitions
8. Discussion and possible action amending Personnel Ordinance HR0120, Differences for Sworn, Non-represented Law Enforcement Employees, to define the applicability of the Personnel Ordinance versus the provisions in the Sworn, Represented Contract for Sworn, Non-represented Law Enforcement Employees
9. Discussion and possible action to recommend the creation of a pool of as needed, Female Jail Support Officers, and the creation of a Jail Deputy Intern position in the Sheriff's Office in the 2024 budget
10. Discussion and possible action to recommend the creation of paid summer Intern positions to implement the Clean Boats, Clean Water grant in the Land and Water Conservation Department
11. Discussion and possible action to establish salaries for the constitutional elected officers for the County Clerk, Register of Deeds, and Treasurer for 2025, 2026, 2027, and 2028
12. Review of November 2023 monthly financial reports for Human Resources and Safety
13. Report from Human Resources Director
 - a. Requests to fill vacant positions
 - b. Emergency Help requests
 - c. Extra steps and/or benefits for new hires and current positions
 - d. Approvals of Leaves of Absences
 - e. Update on Human Resources Department activities
14. Set next meeting date and agenda items
15. Adjournment

Next scheduled meetings:
Tuesday, January 16, 2024, at 8:30 a.m.
Tuesday, February 20, 2024, at 8:30 a.m.
Tuesday, March 19, 2024, 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.