

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

**Thursday, February 8, 2024, at 2:30 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 January 3, 2024, Minutes
7. Communications
8. 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
9. Discussion and possible action on amendments to the Civil Service Ordinance
10. Update and discussion regarding 2024 market compensation data and considerations to current pay plan and pay policies
11. Convene into closed session pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s) or person(s) 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 an employee(s) of the Sheriff's Office. *Note: For the purpose of this closed session, the Committee will be acting as the Jefferson County Civil Service Grievance Committee.*
12. Reconvene into open session for possible action on items discussed in closed session
13. Review of December 2023 monthly financial reports for Human Resources and Safety
14. 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
15. Set next meeting date and agenda items
16. Adjournment

**Next scheduled meetings:**

**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.*