

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

**Tuesday, November 19, 2024, at 8:30 a.m.**

Join Zoom Meeting: <https://us06web.zoom.us/j/87697754337?pwd=cnVKMzdOTkZFY3RPRHpxMW5kTGxVdz09>

Meeting ID: 876 9775 4337

Passcode: Meet2022

One tap Mobile: **1-312-626-6799**

Committee Members: James Braughler, Joan Callan, Kirk Lund, Matthew Tracy, and 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 15, 2024, Minutes
7. Communications
8. Discussion and possible action approving position classification amendments for the 2025 budget:
  - a. Creation of one full-time Community Programming Specialist position in Economic Support at Human Services
  - b. Elimination of a vacant seasonal Office Assistant position and creation of a part-time, non-benefited Administrative Assistant I position at Fair Park
  - c. Elimination of a vacant, full-time CLTS Lead Worker position and creation of a full-time CLTS Support and Services Coordinator I position at Human Services
  - d. Re-creation of the Watercraft Inspector seasonal positions in the Land and Water Conservation Department
  - e. Funding and reclassification of a full-time IT Specialist position at the Sheriff's Office
9. Discussion and possible action approving the 2025 pay rates for non-classified positions, including classifying WIC Breastfeeding Peer Specialists as recommended in 2025 budget classification plan
10. Discussion and possible action to approve continuation of the Recruitment and Retention of Communication Operator Positions policy
11. Discussion and possible action to amend the Telecommuting policy and agreement, and/or Personnel ordinance HR0246 Telecommuting and Remote Work Policy and Procedure
12. Discussion and possible action concerning future planning and guidance under the Market Response Compensation policy
13. Convene into closed session for discussion and possible action on the following:
  - a. Pursuant to Wisconsin State Statute section 19.85 (1)(b), "Considering dismissal, demotion, licensing or discipline of any public employee(s)... 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.
  - b. Pursuant to Wisconsin State Statute section 19.85 (1)(e), "...conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on labor negotiation strategy with the Jefferson County Deputy Sheriff's Association and the Jefferson County Supervisors Association
14. Reconvene into open session for possible action on items discussed in closed session
15. Review of October 2024 monthly financial reports for Human Resources and Safety
16. 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
17. Discussion and possible action on tentative future meeting schedule and agenda items.
18. Adjournment

**Next scheduled meetings:**  
**Tuesday, December 17, 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.*