

**Human Resources Committee Agenda**  
**Jefferson County Courthouse, Conference Room C2003**  
**311 S Center Avenue**  
**Jefferson, WI 53549**  
**Tuesday, December 17, 2024, at 8:30 a.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 Callan, Kirk Lund, Matthew Tracy, and Karl Zaring, 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. Approval of November 19, 2024, Minutes
7. Communications
8. Discussion and possible action recommending resolution to County Board to amend the 2025 budgets to eliminate a vacant, full-time Program Assistant position and create a full-time Zoning/On-Site Waste Management Technician position in the Planning and Development department
9. Discussion and possible action approving ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, creating section for holiday pay for positions working in a 24/7 position, to include Communication Operators, Cooks, Crisis Stabilization Workers, and Intake After Hours Workers, and Parks 9-month seasonal
10. Update on Telecommuting audit tool(s)
11. Update and discussion concerning future planning and guidance under the Market Response Compensation policy
12. Convene into closed session for discussion and possible action on the following:
  - a. Pursuant to Wisconsin State Statute section 19.85 (1)(c), "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
  - 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
13. Reconvene into open session for possible action on items discussed in closed session
14. Review of November 2024 monthly financial reports for Human Resources and Safety
15. 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. Update of Leaves of Absences requests
  - e. Update on Human Resources Department activities
16. Discussion and possible action on tentative future meeting schedule and agenda items.
17. Adjournment

**Next scheduled meetings:**  
**Tuesday, January 21, 2024, at 8:30 a.m**  
**Tuesday, February 18, 2024, at 8:30 a.m**  
**Tuesday, March 18, 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 accommodation 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.*