

**Human Resources Committee Agenda**  
**Jefferson County Courthouse, Conference Room C2003**  
**311 S Center Avenue**  
**Jefferson, WI 53549**  
**Tuesday, January 21, 2025, 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, 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 December 17, 2024, Minutes
7. Communications
8. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to create a full-time Human Services Professional I position in the Human Services Department
9. Discussion and possible action recommending resolution to County Board to amend the 2025 budget to eliminate two returning seasonal caretaker positions and create one part-time Maintenance Worker I position at the Fair Park Department
10. Discussion and possible action recommending resolution to County Board to amend the 2025 budget and restructure the Sheriff's Department, specifically concerning the Chief Deputy and the Undersheriff Positions, effective no later than May 17, 2025
11. Discussion and possible action to recommend resolution to County Board to amend the 2025 budget to maintain the funding for the Program Assistant in the Economic Development Department and authorize the position in the Human Services Department under Economic Support Division
12. Discussion and possible action to recommend ordinance amendment to HR0360, Hours of Work, Overtime, and Compensatory Time, and/or HR0645, Holidays, creating section(s) for holiday pay for specific positions working in a 24/7 positions
13. Update on Telecommuting audit tool(s)
14. Update and discussion and possible action concerning future planning and guidance under the Market Response Compensation policy, specifically addressing benchmark positions
15. Convene into closed session for discussion and possible action 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
16. Reconvene into open session for possible action on items discussed in closed session
17. Review of December 2024 monthly financial reports for Human Resources and Safety
  - a. Report from Human Resources Director to include Requests to fill vacant positions, Emergency Help requests, Extra steps and/or benefits for new hires and current positions, Update of Leaves of Absences requests, and Update on Human Resources Department activities
18. Discussion and possible action on tentative future meeting schedule and agenda items.
19. Adjournment

**Next scheduled meetings:**

**Tuesday, February 18, 2025, at 8:30 a.m.**

**Tuesday, March 18, 2025, 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.*