

Human Resources Committee Agenda
Jefferson County Courthouse, Conference Room C2063
311 S Center Avenue
Jefferson, WI 53549
Tuesday, April 15, 2025, at 8:30 a.m.

Virtual TEAMS link:

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Meeting ID: 240 309 639 621

Passcode: Rz7uW9Jj

Committee Members: James Braughler, Chair; Joan Callan, Kirk Lund, Matthew Tracy, and Karl Zarling, 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 March 18, 2025, Minutes
7. Communications
8. Discussion and possible action recommending approval of the 12 Comparable Counties for GovInvest Market Total Compensation Services
9. Discussion and possible action to amend Personnel Ordinance HR0360, Hours of Work, Overtime, and Compensatory Time, Shift Differentials and Premium Pay
10. Discussion and possible action recommending creation of a full-time Administrative Specialist I position in Human Services Administrative Division
11. Convene into closed session for discussion and possible action 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 and 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 Supervisors Association. *Note: For the purpose of the closed session under Wisconsin State Statute section 19.85 (1)(b), the Human Resources 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 March 2025 monthly financial reports for Human Resources and Safety
14. 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
15. Discussion and possible action on tentative future meeting schedule and agenda items.
16. Adjournment

Next scheduled meetings:

Tuesday, May 20, 2025, at 8:30 a.m.

Tuesday, June 17, 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.