

Agenda
Human Resources Committee -*Revised
Jefferson County Courthouse
320 S Main St, Room 112
Jefferson, WI 53549

January 15, 2008 @ 1:00 p.m.

Committee Members: Rodney Laudenslager, Chair; Steven Nass; Jim Maurer; Julie Nelson; and Sharon Schmeling

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. Citizen comments
6. Approve December 18, 2007 minutes
7. Human Services Requests
 - a. Creation of three full-time Information and Assistance Counseling Specialists
8. Countryside Requests
 - a. Food Service Worker, part-time, vacancy
 - b. Eliminate full-time Licensed Practical Nurse position, create full-time Registered Nurse position, reduce status of Assistant Director of Nursing from full-time to less than part-time, increase status of Medical Record Clerk from part-time to full-time
9. Discussion of administrative audit items referred by Administration & Rules/ICC Committee
 - a. 4.3-2a Revise the County Board approval process to fill vacancies for positions already approved in a department budget and possible action amending Personnel Ordinance HR0200, Application Procedure
 - b. 5.2-9b Develop and implement an on-line timekeeping system for all employees (with exception of regular time recorded through a time clock) and ensure direct interface with JD Edwards payroll module
10. **Consideration and possible action recommending wages and benefits for the constitutional elected official positions of:**
 - a. **County Clerk**
 - b. **Register of Deeds**
 - c. **Treasurer**
11. Report from Human Resources Director
 - a. Summary of reclassification results
 - b. Summary of vacation, compensatory and holiday carry over requests
 - c. Summary of new, 2008 positions approved to fill
 - d. Update on in-network coverage for WPS
12. Report from County Administrator
13. Report from Committee Chair
14. Set next meeting date and agenda
15. Closed session pursuant to Section 19.85 (1)(b), Consideration of Employee Discipline
16. Adjourn

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.