

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 112**  
**Jefferson, WI 53549**

**Tuesday, October 20, 2015 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Jim Mode, Vice-Chair; Greg David, Secretary; Paul Babcock; and Michael Wineke

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 - Members of the Public who wish to address the Committee on specific agenda items must register their request at this time
6. Communications
7. Approval of September 15, 2015 minutes
8. Review of Resolution 2004-50 and possible recommendation for amendment to insurance coverage for active military employees and their families
9. Review of Resolution 2004-51 and possible recommendation for amendment to vacation accrual for employees on active military duty
10. Discussion and Possible action on employee compensation and benefits for the purposes of retention and recruitment
  - a. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0391, Applicable Pay Rates for new Employees, providing the County Administrator authority to issue bonuses as appropriate
  - b. Discussion and possible action to recommend an amendment to Personnel Ordinance HR0690, Vacation Pay, regarding vacation eligibility for new hires and employees newly eligible for vacation
11. Review Human Resources Department monthly Financial Reports from August, 2015
12. Report from Human Resources Director
  - a. Human Resources September Monthly Report
  - b. Vacant Position requests
  - c. Emergency Help requests
  - d. Hiring above minimum/providing additional steps
13. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(f), consideration of medical data of specific person as it relates to a request of personal leave of absence, Wisconsin State Statutes Section 19.85 (1)(f), preliminary consideration of specific personnel problems, and Wisconsin State Statutes Section 19.85 (1)(g), conferring with legal counsel concerning strategy with respect to possible litigation

14. Reconvene into open session for consideration and possible action regarding items discussed in closed session
15. Set next meeting date and agenda
16. Adjournment

**Next scheduled meeting: Tuesday, November 17, 2015 @ 8:30am.**

***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.***