

**Agenda**  
**Human Resources Committee**  
**Jefferson County Courthouse**  
**311 S Center Ave, Room 112**  
**Jefferson, WI 53549**  
**\*REVISED 01-25-2016**  
**Tuesday, January 26, 2016 @ 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 December 15, 2015 minutes
8. Fourth quarter, 2015, Retirement Recognitions to be presented to County Board
9. Discussion and possible action to eliminate one vacant Full-time Mental Health Technician and create one Full-time Community Support Program Professional I/II at Human Services
10. Discussion and possible action to amend Personnel Ordinance HR0450, Leave of Absence without Pay, providing authority to grant leave of absences greater than four months
11. **\*Discussion and possible action to amend Ordinance 2013-26, establish a procedure to set elected official salaries**
12. Review Human Resources Department monthly Financial Report from November, 2015
13. Report from Human Resources Director
  - a. Human Resources December monthly Reports
  - b. Vacant Position requests
  - c. Emergency Help requests
  - d. Hiring above minimum/providing additional steps
  - e. Carryover summary for vacation, holiday, random hours
14. Set next meeting date and agenda
15. Adjournment

**Next scheduled meeting: Tuesday, February 16, 2016 @ 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.***