

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

**Tuesday, December 18, 2018 @ 8:30 a.m.**

Committee Members: James Braughler, Chair; Kirk Lund; Gregory Patrick, Secretary; Laura Payne; Michael Wineke, 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. Communications
  - a. October – December, 2018 Retirement recognitions
7. Approval of November 20, 2018, Human Resources Committee Minutes
8. Discussion and possible action regarding position allocation changes for Health department Jail staffing, including consideration of the creation of a full-time Jail Public Health Nurse, an increase of hours to full-time for the Jail Nursing Supervisor and unfunding the Jail Nursing Supervisor position and consideration of contracting for services
9. Discussion and possible action regarding proposed organizational restructuring in the Clerk of Courts Office
10. Discussion and possible action to accept grant funding from the Section 5310 Enhanced Mobility for Senior and Individuals with Disability Grant Program and to create one limited-term, full-time Mobility Manager position in the Human Services Department
11. Discussion and possible action to amend Personnel Ordinance HR0110, Definition of Terms(I), “Limited term employee”
12. Review of November, 2018 Monthly Financial Reports for Human Resources and Safety
13. Report from Human Resources Director:
  - a. November, 2018, monthly accomplishments and goals
  - b. Vacant position requests
  - c. Emergency Help requests
  - d. Leave of Absence requests
  - e. Additional Steps and/or Benefits and/or Interim Appointments provided to employees
14. Set next meeting date and agenda items
15. Adjournment

**Next scheduled meeting: Tuesday, January 15, 2019 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 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.