

Agenda

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

**September 16, 2008
8:30 a.m.**

Committee Members: Sharon Schmeling, Chairman, James Braughler; Carol Knox; Julie Nelson, Vice Chairman; and Lloyd Zastrow, Secretary

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 August 5, 2008 minutes
7. Human Services Department Requests
 - a. Create four full-time Human Services Professional I positions
8. Health Department Requests
 - a. Create three Long Term Care Registered Nurse positions
9. Countryside Home Requests
 - a. Creation of inhouse pool Resident Care Workers (RCWs)
 - b. Authorizing management to negotiate with the union a wage rate for Inhouse RCWs, as well as shift differentials and shift premiums for RCWs
10. Consideration and possible action regarding level of County's participation in community events or promotions
 - a. United Way
 - b. Johnson Creek Outlet Offer
 - c. Future events/promotion guidelines
11. Review and possible action amending the Personnel Ordinance
 - a. HR0240, Establishing Positions, clarifying procedure for requesting new positions
 - b. HR0250, Exempt Service, revision of exempt positions
 - c. HR0360, Hours of Work, Overtime, and Compensatory Time, defining eligibility of Random Hours
 - d. HR0410, Computer, Internet and Telephone Use, clarifying reimbursement of telephone charges, proper use of wireless notebooks and accessing confidential information, and limiting authorized county employees to access County network
 - e. HR0505, Absenteeism Policy, to update language on sick accrual payout
12. Report from Human Resources Director
 - a. Emergency help requests
 - b. Positions approved to be filled
 - c. Review of Human Resources Department budget

13. Report from County Administrator
 - a. Tentative list of position changes in 2009 budget
14. Convene into closed session pursuant to Section 19.85 (1)(b) and (f), Consideration of Employee Discipline and consideration of employee(s) specific medical history as it relates to a leave of absence request(s)
15. Reconvene into open session for possible action on Personnel Leave of Absence Request(s)
16. Set next meeting date and agenda
17. Adjourn

The Committee may discuss and/or take action on any item specifically listed on the agenda

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.