

Agenda

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

August 17, 2010 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Mary Delany; Craig Peterson, Secretary; Dick Schultz and Lloyd Zastrow, 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. Citizen comments
6. Introduction of new committee member, Mary Delany
7. Approval of June 15, 2010 minutes
8. Review of Human Resources Department 2011 Budget
9. Consideration and approval of contract for Employee Assistance Services
10. Consideration and possible action recommending the increase of hours for a 19 hr/week Child Support Specialist position to a full-time Child Support Specialist position
11. Review and Discussion of Employee Evaluation Process
12. Discussion and consideration of establishing procedure for utilizing various work experience programs
13. Consideration of an ordinance establishing on-call and call-in pay for non-represented employees
14. Report on seasonal hourly rates for 2011
15. Report from Human Resources Director
 - a. Vacant position requests
 - b. Status update on filling the Human Resources Associate position
 - c. Emergency Help requests
 - d. Update on staffing levels after the sale of Countryside
 - e. Update on new hires offered higher level of benefits and/or compensation, commensurate with experience
16. Convene into closed session pursuant to Wisconsin State Statutes, Sections 19.85 (1)(e), Update and consideration of union negotiations and 19.85 (1)(f), consideration of specific employee medical condition
17. Reconvene into open session for consideration and possible action regarding items discussed in closed session
18. Consideration of outside contractor for negotiations
19. Consideration of request for a leave of absence extending beyond rights under Family Medical Leave
20. Set next meeting date and agenda
21. Adjournment

Next scheduled meeting: September 13 or September 24, to be determined

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.