

Agenda

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

June 14, 2011 @ 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. Approval of May 17, 2011 minutes
7. Review of 2011 Second Quarter Retirement Recognitions
8. Creation of Public Health Technician (LPN) position(s) at the Health Department for the Rock River Free Clinic
9. Creation of a full-time Community Support Professional II (Masters) position and not filling a vacant Community Support Professional I (Bachelor) position at Human Services
10. Creation of a full-time Intake/On-Call position and not filling a vacant Family Resources Division Manager position at Human Services
11. Consideration of revision to the County Computer, Internet and Telephone Usage policy, to include a procedure regarding passwords
12. Review of the County's Civil Service Ordinance as it pertains to the promotion process at the Sheriff's Office
13. Discussion of any or all of Personnel Ordinance HR0300 Compensation policies, including reclassification and promotional procedures
14. Discussion and consideration of a policy with respect to discipline and discharge, as outlined in the State 2011 Budget Repair Bill
15. Report from Human Resources Director
 - a. Summary of Position vacancies for first quarter, 2011
 - b. Summary of emergency help requests for first quarter, 2011
 - c. Summary of Personnel change requests for 2012 budget
 - d. Summary of Reclassification requests for 2012 budget
16. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), update and consideration of union negotiations
17. Reconvene into open session for consideration and possible action regarding items discussed in closed session
18. Set next meeting date and agenda
19. Adjournment

Next scheduled meeting: July 19, 2011 @ 8:30am.

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.