

**Human Resources Committee Agenda
Jefferson County Courthouse
320 S Main St, Room 202
Jefferson, WI 53549**

February 21, 2012 @ 8:30 a.m.

Committee Members: James Braughler, Chair; Mary Delany; Craig Peterson, Secretary; Dick Schultz; 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 January 17, 2012 minutes
7. Communications
8. Review Human Resources Committee duties in County Board rules
9. Review of Civil Service Ordinance as proposed by the Civil Service Commission
10. Create one full-time Deputy Veterans Service Officer and not fill one fulltime Veterans Service Benefits Specialist position
11. Create one full-time Highway Worker position and eliminate one full-time, vacant Custodian position
12. Create one full-time Deputy Court Clerk II – General position and eliminate two part-time (one vacant and one unfunded) Deputy Court Clerk II – General positions
13. Consideration and possible action recommending wages and benefits for the constitutional elected official positions of:
 - a. County Clerk
 - b. Register of Deeds
 - c. Treasurer
14. Consideration of study to review current compensation and benefit plans and policies and procedures regarding compensation and benefits and possible request for transfer of funds from the General Fund
15. Consideration of amendments to the Personnel Ordinance, specifically:
 - a. HR0150, Rights of County
 - b. HR0210, Amendment and Maintenance of the Classification Plan
 - c. All Sections in HR0300, Compensation
 - d. All Sections in HR0400, Policies and Procedures
16. Reconsider proposed Ordinance 2011-24, **Update sections of the Personnel Ordinance to clarify a progressive discipline/at-will employment standard, amend or eliminate sections in conflict with the progressive discipline/at-will employment standard, and amend sections that are contrary to current practice and/or changes in recent State and/or Federal law**, and any other related ordinance sections
17. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(b), consideration of employee discipline
18. Reconvene into open session for consideration and possible action regarding items discussed in closed session
19. Report from Human Resources Director
 - a. Quarterly vacancies
 - b. Quarterly Emergency Help requests
 - c. Summary of vacation, compensatory time and holiday carryovers and compensatory time paid out
20. Set next meeting date and agenda
21. Adjournment

Next scheduled meeting: March 20, 2012 @ 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.