

Agenda

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

June 5, 2012 @ 8:00 a.m.

Committee Members: James Braughler, Greg David, Pamela Rogers, Jim Schroeder and Dick Schultz

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Election of Chair, Vice Chair and Secretary positions
5. Review of the Agenda
6. Citizen comments
7. Approval of April 17, 2012 minutes
8. Communications
9. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), discussion and consideration of contract competitiveness and negotiations
 - a. Review of proposals for a classification/compensation study and selection method
 - b. Interviews with potential firms to conduct a classification/compensation study (30 minutes each)
 - i. Carlson Dettmann Associates (8:30 am)
 - ii. The Waters Consulting Group, Inc (9:00 am)
 - iii. Public Sector Personnel Consultants (9:30 am)
 - c. Discuss negotiating strategy
10. Reconvene into open session for possible action regarding items discussed in closed session
11. Discussion, selection and recommendation of a final candidate to conduct a County-wide Classification and Compensation Study for Jefferson County (excluding represented law enforcement)
12. Review of the Human Resources 2011 Annual Report
13. Review of Retirement Recognitions for the second quarter, 2012
14. Request by County Administrator to reclassify the current WIC Project Nutritionist incumbent at the Health department (as recommended by Carlson Dettmann Associates), the current Systems Analyst incumbent in MIS to a Senior Systems Analyst, and the current Assistant Superintendent at the Highway Department to an Operations Superintendent, as well as postpone all other reclassification requests to be completed with the classification/compensation study, or if study is delayed or rejected, to complete the reclassification requests in the fall of 2012 to implement January 1, 2013.
15. Review and recommendation of the repeal and recreation of the Civil Service Ordinance, specifically addressing the hiring procedure for the Chief Deputy position
16. Discussion and possible recommendation to change the maximum age a dependent may have dental coverage, to mirror the age established by State and Federal regulations for health insurance, effective 1/1/13
17. Discussion and possible recommendation of a pay adjustment for non represented employees, including former AFSCME union positions/employees for 2012 and/or 2013
18. Review of Personnel Ordinances and consideration of additional ordinance to address the use of company time or resources for political activity
19. Report from Human Resources Director regarding vacant position and emergency help requests, new/change in position requests for 2013, reclassification requests and new hires starting above minimum
20. Set the 2012-2013 Human Resources Committee meeting schedule and agenda items for the next meeting
21. Adjournment

Next scheduled meeting: June 19, 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.