

Agenda

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

**August 5, 2008
10:30 a.m.**

Committee Members: Sharon Schmeling, James Braughler, Carol Knox, Julie Nelson, and Lloyd Zastrow

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 June 17, 2008 minutes
7. County Clerk's Requests
 - a. Review and possible recommendation to create a full-time Administrative/Elections Clerk
8. Human Services Requests
 - a. Review and possible creation of two part-time File Clerk positions and/or elimination of one full-time File Clerk position
9. 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
10. Recommendation to forward a resolution to County Board to switch to the Wisconsin Public Employers' Group Health Insurance Plan for Non-represented, the six AFSCME units and/or the LAW union employees
11. Possible Resolution recommending Health Administrative Services to manage run-out of 2008 health insurance claims in 2009
12. Consideration and possible recommendation of wage adjustment to staff Registered Nursing pay scale
13. Report from Human Resources Director
 - a. Emergency help requests
 - b. Vacant positions requests
 - c. Employee Benefit Fair
 - d. Starting wages and benefits for Fair Park Director

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.