

Agenda
***Revised 2/15/2008**

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

February 19, 2008 @ 1:00 p.m.

Committee Members: Rodney Laudenslager, Chair; Steven Nass; Jim Maurer; Julie Nelson;
Sharon Schmeling

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 January 15, 2008 minutes
7. Clerk of Courts request
 - a. Elimination of a full-time Court Clerk II – Small Claims, position and creation of a Lead Deputy Clerk position
8. Discussion of administrative audit items referred by Administration and Rules/ICC Committee
 - a. Realigning accounting and financial functions under the direction of the County Administrator
 - b. Streamlining and automating employee time-keeping process
 - c. Ensure department approval of position advertising media
9. Consideration and possible action recommending wages and benefits for the constitutional elected official positions of:
 - a. County Clerk
 - b. Register of Deeds
 - c. Treasurer
10. Consideration and possible action setting benefit levels for 7-month and 9-month positions, including accrued time, health and dental insurance and other voluntary benefits
11. Review of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, and possible action amending the reclassification process
12. Possible recommendation to amend Personnel Ordinance HR0690, Vacation with Pay, granting authorization to extend the expiration date for use of carryover vacation
13. Report from Human Resources Director
 - a. Emergency help requests – Clerk of Courts Office of Judicial Assistant and Family Services Counselor
 - b. Positions authorized to recruit and hire – Three ADRC Social Workers; Human Services Lead Custodian; Child Protective Services Ongoing Professional I position; and Child Protection Services Supervisor
 - c. WPS Settlement with Aurora
 - d. *Employee recognition/appreciation plans**
14. Set next meeting date and agenda
15. Convene into closed session pursuant to Wisconsin State Statutes, Sections 19.85 (1)(b), Consideration of employee discipline; 19.85 (1)(e), Update and consideration of union negotiations and 19.85 (1)(f), Review of individual's medical history and leave of absence request
16. Reconvene into open session for consideration and possible action regarding items discussed in closed session
 - a. Consideration and possible action approving an extended leave of absence request
17. Adjournment

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.