

## Agenda

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

**June 16, 2009, 8:30 a.m.**

Committee Members: James Braughler; Carol Knox; Julie Nelson, Vice Chair; Sharon Schmeling, Chair; and Lloyd Zastrow, Secretary

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 19, 2009 minutes
7. Consideration of Employee Retirement Recognitions from the Board of Supervisors
8. Discussion and possible action amending Personnel Ordinance to repeal HR0250, Exempt Service, and various sections of HR0400 Policies and Procedures, and to delegate authority to the Human Resources Committee to create and amend said sections as personnel policies and procedures by amending HR0145, Human Resources Committee Authority.
9. Possible recommendation to repeal HR0130, Effective Date, and to move and renumber HR0420, County Employee to Elected Official, and HR0465, Nepotism, to the "Employment" section of the Personnel Ordinances
10. Possible recommendation amending HR0240, Establishing Positions, clarifying the ability to fill a position with less hours than budgeted
11. Possible action and recommendation to Finance Committee and County Board to reallocate ½ of an Accountant position at Human Services to share with the Finance Department
12. Report from Human Resources Director on Establishing Compensation and Benefit Levels
13. Report from Human Resources Director
  - a. Emergency Help Requests received
  - b. Status of Vacancy Requests received
  - c. Summary of 2010 New position and Reclassification Requests
  - d. Human Resources annual report summary
  - e. Update on WIA Youth Program
14. Set next meeting date and agenda
15. Convene into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(e), update and consideration of union negotiations
16. Reconvene into open session for consideration and possible action regarding items discussed in closed session
17. Possible recommendation to establish wages and benefits for non-represented employees in 2010
18. Adjournment

**Next scheduled meeting: July 21, 2009 @ 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.**