

Agenda

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

**March 18, 2008
1:00 p.m.**

**Committee Members: Rodney Laudenslager, Chair; Steven Nass;
Jim Maurer; Julie Nelson; and 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 February 19, 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. Human Services Request
 - a. Elimination of a full-time Mental Health Technician and creation of a full-time Community Support Program II (Master's) position
9. Review and possible action amending Personnel Ordinance, HR0250, Exempt Service, to update with current exempt positions
10. Review of Personnel Ordinance HR0210, Amendment and Maintenance of the Classification Plan, and possible action amending the reclassification process
11. Report from Human Resources Director
 - a. Emergency help requests - UW Extension
 - b. Update on vacant and authorized new positions approved to fill
 - c. Recognition events scheduled
 - d. FMLA update
12. Set next meeting date and agenda
13. Convene into closed session pursuant to Wisconsin State Statutes, Sections 19.85 (1)(b), Consideration of employee discipline and 19.85 (1)(e), Update and consideration of union negotiations and 19.85 (1)(f)
14. Reconvene into open session to take possible action of items held in closed session
15. Adjourn

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.