

**County of Buffalo
Alma, Wisconsin
Notice of Public Meeting**

Committee: Human Resource Committee
Date: Thursday, August 11, 2016
Time: 1:00 p.m.
Location: Buffalo County Courthouse
3rd Floor – County Board Room
Alma, WI 54610

Agenda-AMENDED

1. Call to Order/Roll Call of Members **1:00 p.m.**
2. Approval of Committee Meeting Minutes, Previous Meeting
3. Public comment regarding any matters that will be taken up by the Human Resource Committee at this meeting.
4. Review/Discussion/Action – The Committee May Go Into Closed Session to Discuss Unpaid Leave of Absence Request
The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.
5. Review/Discussion/Action – The Committee May Return to Open Session
6. Review/Discussion/Action– The Committee May Go Into Closed Session to Discuss Buildings and Grounds Janitor
The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.
7. Review/Discussion/Action – The Committee May Return to Open Session
8. Review/Discussion/Action- Buildings and Grounds Janitor Position Description
9. Review/Discussion/Action – Buildings and Grounds Maintenance Position Description
10. Review/Discussion/Action – Highway Department Wage Scales
11. Review/Discussion/Action – Affirmative Action Plan
12. Review/Discussion/Action – Recommendation for Equal Employment Opportunity Manager
13. Review/Discussion/Action – Recruitment Process for Future Vacant Positions
14. Review/Discussion/Action – Preliminary Discussion of Human Resource Department Design
15. Review/Discussion/Action – Preliminary Discussion of Employee Handbook Revisions
16. Review/Discussion/Action – 2017 Budget Discussion & Recommendations
17. Review/Discussion/Action – The Committee May Go Into Closed Session to Discuss Personal Time Off Transfer Request to Personal Sick Leave Bank
The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.
18. Review Action/Discussion – The Committee May Return to Open Session
19. Review/Discussion/Action - The Committee May Go Into Closed Session to Discuss WPPA/LEER Contract Discussion
The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.
20. Review/Discussion/Action – The Committee May Return to Open Session
21. Review/Discussion/Action – Next Meeting Date
22. Public comments not regarding any matters that were taken up by the Human Resource Committee at this meeting.
23. Adjournment.

DATE NOTICE WAS EMAILED/MAILED AND POSTED:

NOTICE OF MEETING TO: **Mailed:** Committee Members; **Emailed:** County Clerk's Office, Brommerich News Service; Alma City Clerk, Buffalo City Clerk, Fountain City Clerk, Mondovi City Clerk, Others

COMMITTEE MEMBERS: If unable to attend the meeting, please contact the Chairperson of the Committee or the County Administration Office.

PERSONS WITH DISABILITIES: If you require special accommodations in order to attend this meeting, please contact the County Administration Office at (608) 685-6234 as soon as possible.

PUBLIC ACCESS TO BUFFALO COUNTY COURTHOUSE: The SOUTH Entrance will be the only access to the building after 4:30 p.m. or on weekends.

MEETING CALLED BY:

Larry Grisen, Human Resource Committee Chair

SIGNED:

Roxann M. Halverson, County Clerk
