

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

**Committee:** Buffalo County Human Resources Committee  
**Date:** Monday, February 13, 2017  
**Time:** 2:00 p.m. (Appeals to begin at 4:00 p.m.)  
**Location:** 4<sup>th</sup> Floor Conference Room  
407 S. 2<sup>nd</sup> Street  
Alma, WI 54610

**Agenda**

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Call to order
2. Roll Call of Members
3. Public comment regarding posted agenda items
4. Review/Discussion/Action ~ Approval of Previous Meeting Minutes
5. Review/Discussion/Action ~ Administrative Assistant Position Description
6. Review/Discussion/Action ~ Highway Position Descriptions

Class I, Entry Level State/County Patrolman	Class II, Entry Level Mechanic
Class II, Patrolman/Operator	Class III, Experienced Mechanic
Class III, Patrolman/Operator	Class IV, Shop Foreman
Class IV, State/County Foreman	Class IV, Signman
Class IV, County General Foreman	Highway Office Account Clerk
7. Review/Discussion/Action ~ Health and Human Services Case Manger I and Case Manager II Position Descriptions and Wage Scales
8. Review/Discussion/Action - The Committee May Go Into Closed Session to Discuss a Request for Extended Unpaid Leave

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.

9. Review/Discussion/Action – The Committee May Return to Open Session
10. Review/Discussion/Action – Job Category Classification Appeals, Wage Appeals, and Step Appeals  
*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.*

**Appeals will be heard in the following order commencing at 4:00 pm:**

Classification & Wage Appeals not specific to individuals:

Highway Office Account Clerk - DHHS WIC Support Staff Specialist - DHHS Elderly Benefit Specialist

Step Appeals & Classification Appeals specific to individuals:

Class III, Patrolman/Operator - Class IV, County/State Foreman - Class II, Patrolman/Operator  
Class II, Patrolman/Operator - Class III, Experienced Mechanic - Class III, Experienced Mechanic  
Class III, Experienced Mechanic - Class III, Patrolman/Operator - Class I, Entry Level Patrolman  
Class I, Entry Level Patrolman - Zoning Administrator

11. Review/Discussion/Action – The Committee May Return to Open Session
12. Reivew/Discussion ~ Administrative Coordinator Report
13. Public Comments not regarding agenda items.
14. Adjournment.

Date: February 6, 2017

Larry Grisen, Committee Chair

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By: Roxann M. Halverson, County Clerk

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 608-685-6209 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Any committee member that is unable to attend must call the County Clerk's Office at 608-685-6209 to report their absences.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.