NOTICE OF MEETING

SHEBOYGAN COUNTY HUMAN RESOURCES COMMITTEE

Wednesday, December 14, 2011 5:45 PM

Administration Building
508 New York Avenue
Conference Room 336
Sheboygan WI 53081

* AGENDA *

Call to Order

Certification of Compliance with Open Meeting Law

CORPORATION COUNSEL

Monthly and Year-to-Date Budget Review
Summary Report of Previous Months Activities and Hours Report
Review of Claims and Litigation
Consider Submission to County Board of Resolution(s) Denying Claims(s)
None at time of Agenda Preparation

CORRESPONDENCE AND OTHER ISSUES

Highway Commissioner Greg Schnell
~ Request change in Table of Organization

Administrator Michael Taubenheim
~ Review and approve vacant position analysis for Director of Nursing
~ Review, discuss and approve early retirement options for non-bargaining unit employees

Inspector William Bruckbauer
~ Review and approve vacant position analysis for Deputy
~ Request for vacation carry over

Building Services Director James TeBeest
~ Review and approve vacant position analysis for two (2) Cleaners

Planning and Conservation Director Aaron Brault
~ Review and approve vacant position analysis for Limited Term Employee (LTE)

Finance and IT Director Terry Hanson
~ Request for vacation payouts
~ Review and approve vacant position analysis for Staff Accountant

*** POSTED ***
12.12.11
2:15 PM

MICHAEL COLLARD - UPDATES AND COMMENTS

Update on Personnel Policy Manual development
Update on health insurance changes and Caremark situation
Update on legislative issues

MINUTES

November 16, 2011

VOUCHERS

Corporation Counsel
Human Resources Department

APPROVAL OF ATTENDANCE OF MEMBERS AT OTHER MEETINGS OR FUNCTIONS

ADJOURNMENT

Prepared by: Penny Elsner, 6481
Recording Secretary

Devin LeMahieu, 12/12/2011
Committee Chairperson

NOTE: Persons with disabilities needing assistance to attend or participate are asked to notify Penny Elsner at 459.3105, prior to the meeting so that accommodations may be arranged.

NOTE: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak.

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe and participate. If a majority of any such body is present, their presence constitutes a "meeting" under the Open Meeting Law as interpreted in *State ex rel. Badke v. Greendale Village Board*, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

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Next Scheduled Meetings: Tuesday, December 20, 2011 ~ County Board
Wednesday, January 4, 2012 ~ HR Committee Meeting

BUILDINGS CLOSED:

Observance of Christmas Eve Holiday, Friday, December 23, 2011
Observance of Christmas Holiday, Monday, December 26, 2011

Observance of New Years Eve, Friday, December 30, 2011
Observance of New Years Day, Monday, January 2, 2012