

County of Buffalo
Alma, Wisconsin
Notice of Public Meeting

Committee: Buffalo County Human Resources Committee
Date: Monday, March 11, 2019
Time: 9:00 a.m.
Location: 3rd Floor County Board Room , Buffalo County Courthouse
407 S. 2nd 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 ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Narcan Training
6. Review/Discussion/Action ~ Request for Language Change in Telecommute Pilot Project
7. Review/Discussion/Action ~ The Committee May Go Into Closed Session to Evaluate Administrative Office Staffing Structure

The Committee may enter into closed session and return to open session pursuant to WI State Statutes 19.85(1)(f) for the purpose of discussing employee performance which may have a substantial effect on the reputation of any person involved over which the governmental body has jurisdiction or exercises responsibility.

8. Review/Discussion/Action ~ The Committee May Return to Open Session
9. Review/Discussion ~ Administrative Assistant Position Description
10. Review/Discussion/Action ~ A Resolution to Adopt Policy 111 Cell Phone Policy
11. Review/Discussion/Action ~ Review of Policy 205 – Leaves-Emergency Conditions
12. Review/Discussion ~ Update on Insurance Transition
13. Committee Chair Report
14. Administrative Coordinator Report
15. Public Comment
16. Adjournment.

Date: March 4, 2019

Larry Grisen, Chair

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.