

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

**Committee:** Buffalo County Human Resources Committee  
**Date:** Monday, April 8, 2019  
**Time:** 9:00 a.m.  
**Location:** 3<sup>rd</sup> Floor County Board Room , Buffalo County Courthouse  
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 ~ Minutes of the Previous Meeting
5. Review/Discussion/Action ~ Administrative Assistant Position Description
6. Review/Discussion/Action ~ Deputy Clerk of Court/Deputy Register in Probate Position Description
7. Review/Discussion/Action ~ A Resolution to Create and Fill a Combination Deputy Clerk of Court and Deputy Register in Probate Position
8. Review/Discussion/Action ~ Review of Policy 205 – Leaves-Emergency Conditions
9. Committee Chair Report
10. Personnel Advisor Report(s)
11. Administrative Coordinator Report
12. Public Comment
13. Adjournment.

Date: April 1, 2019

Larry Grisen, 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.