

HR Sub-Committee Meeting
Wednesday, February 5, 2025 5:00 PM
Jackson County Sheriff's Office Conference Room

Call to Order

Present: Erbes, Miller, Snyder

Approval of Minutes

I. 2025-121 Approval of December 4, 2024, Meeting Minutes

A motion was made by Miller, seconded by Snyder, to approve the December 4, 2024, Meeting Minutes as presented. The motion carried by unanimous vote.

Old Business

II. 2025-122 Affirmative Action Plan Update

The subcommittee reviewed the last meeting's conversation regarding the items listed on the checklist included in the meeting packet. The County Administrator continued the discussion by answering questions from the subcommittee and reviewing demographic information. The subcommittee discussed and agreed to review items 2 and 6 from the checklist at the next meeting.

New Business

III. 2025-123 Job Descriptions

The subcommittee reviewed the job description binder that was created by the County Board staff. They discussed having the County Administrator reach out to departments that have not provided job descriptions.

Executive Session

Adjourn

A motion was made by Snyder, seconded by Miller, to adjourn the meeting. The motion carried by unanimous vote.