Columbia County Human Resources Committee Minutes
Friday, August 7, 2015

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl, Andy Ross
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Shonna Neary, Dennis Richards, John Hartman, Dawn Woodard, Sue Moll, Lyn Jerde-PDR
The meeting was called to order by Chair Bruce Rashke at 8:00 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda
Motion by Drew to approve the agenda as presented, second by Ross. Motion carried.

Approval of Minutes
Motion by Pufahl to approve the July 2, 2015 HR Committee meeting minutes and the July 24, 2015 Joint HR and Executive meeting minutes, second by Drew. Motion carried.

Approval of Expenditure Report
The Committee reviewed and discussed the expenditure report. Motion by Drew to approve the expenditure report, second by Pufahl. Motion carried.

General Review of Department Activities
Updates provided on general department activities including compensatory time.

ACCOUNTING
- Shonna Neary, Accounting Supervisor/Project Manager, presented a request to increase the 2015 Accounting LTE hours from 600 to 700. Motion by Pufahl, second by Drew to approve the request. Motion carried.
- 2016 Workers Compensation budget was presented. Neary provided information on the mod factor which will likely increase from .76 to .78 in 2016. The rates are based on 3 years of claims history. Motion by Drew to approved the 2016 WC budget as presented, second by Pufahl. Motion carried.

HEALTH & HUMAN SERVICES
Dawn Woodard, HHS Director, presented a replacement request for a Social Worker in the Children and Families division due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.

SHERIFF
Sheriff Dennis Richards presented the following for approval.
- Revised job description for Executive Secretary to the Sheriff. Motion by Drew to approve the revised job description with recommended changes, second by Field. Motion carried.
- Replacement request for a Deputy Sheriff due to a resignation. Motion by Ross to approve the replacement request, second by Field. Motion carried.
- Recruitment to fill the vacant Secretary position was done internally at the Sheriff’s Office. An employee currently classified as a Jail Sergeant (Grade J) was offered the Sheriff Secretary position (Grade G). The request is related to step placement. Interested employees were informed they would retain their current payroll step in the new Grade. The Sheriff requested that the Committee approve a higher step placement for the Jail Sergeant’s move to the Secretary position. Discussion on procedure when an employee moves to a lower Grade. Motion by Ross to approve the request for
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the Jail Sergeant employee to be placed in the Sheriff Secretary classification Grade H – Step 8, second by Drew. Motion carried.

**COUNTY CLERK**
Sue Moll, Columbia County Clerk, requested a wage adjustment for the Chief Deputy in the County Clerk’s Office due to her longevity in the position. Discussion. Motion by Pufahl to approve the Chief Deputy’s adjustment from Step 2 to Step 6 effective on July 28, 2015. Motion carried.

**HUMAN RESOURCES**
- MIS Director, John Hartman, presented a request for approval to continue a 40 hour work week for 2 employees classified as Application Developer. The request was approved previously but only through 2015. Motion by Pufahl to approve the request and forward it to the Finance Committee for consideration when reviewing increasing positions from 37.5 to 40 hours per week during the 2016 budget process, second by Drew. Motion carried.
- Mike Blaska, WI Counties Association (WCA) Chief of Staff, presented a voluntary whole life worksite insurance program offered through WCA by Boston Mutual Life Insurance. The program provides an opportunity to purchase whole life insurance for permanent employees and elected officials including their spouses, children and grandchildren under established criteria. WCA would coordinate a required presentation through the HR Office to explain the benefit prior to enrollment. The premium is by payroll deduction, a physical exam is not required during open enrollment which would be offered on an annual basis, and the policy is portable if an individual leaves employment or office. Motion by Ross to support the program and forward it to the Executive Committee, second by Pufahl. Discussion and questions. Motion by Field to table for a future meeting, motion failed for lack of second. Pufahl withdrew his second to the motion. Chair Rashke called for second to the motion by Ross, second by Drew. Motion carried, Field opposed and Pufahl abstained.
- Estimated 2016 Health Insurance rates were presented by Joe Ruf. Discussion on premium increase, alternatives to decrease costs, employer/employee split, annual ATB costs and outside sources to fund increases.
- Human Resources budgets were reviewed to 2016. Ruf answered questions from the Committee on specific budget items. Discussion. Motion by Drew to approved the HR Budgets as presented, second by Field. Motion carried.
  1271 – Safety Wellness
  1431 – Human Resources/Personnel
  8000 – Outlay
  1432 – Unemployment control
  1433 – Employee Retirement Payout

The next meeting will be a Friday, September 4, 2015 at 8:00 AM.

Motion by Drew to adjourn the meeting at 11:04 AM, second by Field.

Respectfully Submitted,

Dan Drew
Human Resources Committee Secretary

Jane Bescup
Recording Secretary