Call To Order
Committee Chair Susan Martin called the meeting to order at 9:27 AM. The meeting was properly noticed and published.

Members Present
Susan Martin, Douglas Richmond, Barry Pufahl, Neil Ford, Vern Gove

Also Present
Joseph Ruf, Robert Westby, Andy Ross, Debra Wopat, Erik Pritzl, Sheriff Dennis Richards, Michael Babcock, Darrel Kuhl, Lyn Jerde - PDR

Agenda Approval
Motion by Pufahl/Richmond to approve the agenda as presented. Motion carried.

Minutes Approval
Motion by Pufahl/Ford to approve the January 2, 2011 meeting minutes. Motion carried.

Expenditure
Motion by Pufahl/Richmond to approve the expenditure report. Motion carried.

Health & Human Services
NACo Prescription Drug Discount Card
Erik Pritzl, HHS Director, presented information on prescription savings to uninsured and underinsured County residents. There is no cost to the County, taxpayers or residents to participate and no revenue from the program. The program is available to NACo participating Counties. NACo works through a partnership with CVS Caremark which negotiates the discounts directly with participating pharmacies. Health and Human Services will market the program and provide public information. Discussion. Motion by Pufahl/Gove to endorse the participation in the prescription drug savings programs. Motion carried.

Personal Leave Requests
- A Health and Human Services Community Service Restitution Coordinator, used 12 weeks of Family Medical Leave and has returned to work on a reduced schedule. The employee is scheduled to return to a regular schedule April 1, 2011. Motion by Richmond/Ford to approve the personal leave request. Motion carried with the request for an update at the April meeting.
- Social Worker is requesting a personal leave for a medical condition that will extend past the 12 weeks of Family Medical Leave. Expecting to return the end of April depending upon medical release. Discussion. Motion by Richmond/Pufahl to approve the request through April 30, 2011. Motion carried with the Committee requesting an update at the April 2011 meeting.

Replacement Request
Replacement request submitted to approve a Clerk Typist II at Health and Human Services due to 2 vacancies. Pritzl provided a scenario that lead to 2 vacancies, discussion followed. Motion by Pufahl/Richmond to table until the April 6, 2011 HR meeting. Motion carried.

Human Resources
Resolution approval for 2009 - 2010 union contract settlement
2009-2010 interest arbitration awards were received for 6 contracts. Contracts will need to be signed, new wages will need to implemented and back pay calculated which consist of increases 1/1/09 - 2%, 7/1/2009 - 1%, 1/1/2010 - 2% and 7/1/2010 - 1%. Ruf explained the legal obligations and necessity of transferring County money to fund the awards. The Human Resources Committee will meet prior to the March 16, 2011 County Board meeting to approve the final resolution with exact cost amounts.

Resolution on Replacement Request Process
A resolution was presented to amend Section 7.05 of the Personnel Policy and Procedures Manual. The resolution specifies the required process for obtaining authorization to fill new or vacant positions. Motion by Ford/Gove to approve revisions to the Policy and Procedures Manual regarding authorization to fill new and vacant positions. Motion carried and will be sent to County Board for approval.

VEBA/PEHP for Sheriff’s Non-Sworn Union
An arbitrator award decision was received for implementation of a VEBA/PEHP plan for the Sheriff’s Non-Sworn union, AFSCME, Local 2698-C. Discussion of the benefit and associated costs, including $500.00 for program implementation (half of the total $1,000 - split between union and County). Motion by Pufahl/Gove to approve payment of $500.00 to implement the program. Motion carried.
VEBA/PEHP for Sheriff's Non-Union Management
Sheriff's management staff participated in the VEBA/PEHP program previously. In 2007, an IRS ruling determined that the $35.00 per pay period participant contributions are required to be paid by the employer, not the employee, as had been previously done. The Sheriff management, 7 employees, have requested Committee review their ability to receive the benefit citing Section 7.26 of the Policy and Procedures Manual (h) Miscellaneous. It states that non-represented Sheriff's Office employees shall receive fringe benefits in a manner equivalent to similar benefits provided to unionized Sheriff's Office employees. Discussed distributed information relating to the total catch up costs, and continuing financial obligation. The Committee recommends review by Judiciary, Finance and Executive Committees.

Sheriff's Non-Sworn Union
Several non-Sworn union employees submitted a written requests to receive the 2009-2010 back pay on a separate check with itemized details. Discussion of the request. Motion by Pufahl/Richmond to deny the request for a separate check. Itemization will be available upon request. Motion carried.

AFLAC
A request was received to allow late enrollment for AFLAC for employees who neglected to sign up for the benefit. The annual enrollment in October/November was well publicized with numerous emails and fliers. Motion by Richmond/Ford to deny later enrollment for AFLAC. Motion carried.

Alternative Scheduling
The Committee was updated on flex time and alternative scheduling. Basic service hours are needed to cover offices and some have eliminated the alternative scheduling all together. Discussion.

Compensatory Time
Advance use of compensatory time is not allowed.

Human Resources Annual Report
Review and discussion of the distributed HR annual report. Motion by Ford/Richmond to approve the report. Motion carried.

Grievances, Negotiations, Mediations and Arbitrations
All scheduled grievances, mediations and arbitrations have been cancelled at the request of the union representative and future dates to reschedule have not been set up.

Review of Department
The HR office has been working on implementing wages for anticipation of back pay, calculating back pay, answering inquiries on retirement and other issues affected by the State budget and current collective bargaining status.

Next Meeting Date
Closed Session
Open session
Adjournment
The next HR meeting will be Wednesday, April 6, 2011 at 9:00 AM.
Motion by Pufahl/Richmond to convene in closed session at 11:34 AM. Committee roll call was unanimous.
Committee reconvened in open session at 12:25 PM.
The meeting was adjourned at 12:46 PM by Chair Martin on motion by Neil Ford.

Respectfully submitted,

Recording Secretary,

Barry Pufahl
Committee Secretary

Jang Bescup
HR Program Coordinator

HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Sheriff Dennis Richards, Erik Pritzl