Call To Order
Committee Chair Susan Martin called the meeting to order at 9:00 AM. The meeting was properly noticed and published.

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

Absent
Doug Richmond

Also Present
Joseph Ruf, Erik Pritzl, Sheriff Dennis Richards, Bob Hamele, John Bluemke, Norm Bednarek, Kirk Konkel, Neil Rainford - AFSCME

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

Minutes Approval
Motion by Pufahl/Gove to approve the March 2, 2011 and March 16, 2011 meeting minutes. Motion carried.

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

Health & Human Services
Replacement Requests
Erik Pritzl, HHS Director, submitted 4 replacement requests. Discussion of Department organization, effects of the State Budget Repair Bill on Department services, prioritization of vacancies and description of the duties and responsibilities, for each vacancy.

Children and Families Division Administrator
Position is vacant due to a retirement. Duties include supervising 16 employees with, rotating staff on call 24/7. This is an essential position that requires knowledge of State Statutes, approval of services required, interagency cooperation and frequent contact with law enforcement. Motion by Pufahl/Gove to approve the replacement request for the Children & Families Division Administrator. Motion carried unanimously.

Public Health Nurse
Position is vacant due to a retirement. Duties, responsibilities, revenue and educational requirements were discussed. Motion by Gove/Ford to approve the replacement of a full time Public Health Nurse. Motion carried unanimously.

Benefit Specialist
Position is vacant due to a retirement. Explanation of supervision for this position, requirements, funding, responsibilities and services provided to the aging community. Motion by Pufahl/Ford to approve replacement of the Benefit Specialist. Motion carried unanimously.

Clerk Typist II
The Division of Support Services currently has only 2 of 4 budgeted employees on staff. Two (2) vacancies occurred through a resignation and internal union postings. There may be changes to Economic Support programs when the State Budget Repair Bill (BRB) is implemented. The State has established a deadline for a decision on how some of the changes contained in the BRB will affect County Government programs. Motion by Ford/Gove to approve replacement of this position after the BRB goes into effect which will determine if the position is necessary. Replacement of the other vacant Clerk Typist II position was previously approved. Motion carried unanimously.

Planning & Zoning
Personal Leave Requests
Pritzl provided an update on approved personal leaves for two (2) employees who depleted their 12 weeks of Family Medical Leave and required more time. The employees will be returning to their regular schedules on April 1 and April 30, 2011 as previously approved.

John Bluemke, P&Z Director, presented a replacement request, department reorganization structure and FEMA and State regulation. Discussion. Motion by Pufahl/Gove to approve hiring for a Zoning & Sanitary Specialist in the P&Z Office. Motion carried unanimously.

UW Extension
Bob Hamele, Committee Chair for Agriculture and Land & Water, presented a request to hire an Interim Agriculture Agent in the UW Extension Office due to a resignation. The 80% position is funded 60% by the State and 40% by the County. Duties performed were explained and discussed. Motion by Ford/Gove to approve the replacement request with the understanding that further approval will be necessary if the position status changes. Motion carried unanimously.
Sheriff

VEBA/PEHP for Sheriff’s Non-Represented Sworn Staff
In March 2011, the Executive, Judiciary and Finance Committees recommended reinstatement of the
VEBA/PEHP plan for seven (7) Sheriff’s Office non-represented Sworn staff. Motion by
Pufahl/Gove to approve contribution payment for 2007 – 2011 but there are no guarantees it will
continue after 2011. Motion carried unanimously.

Grievance Settlement proposal
A settlement proposal for a grievance filed by a Sheriff’s Secretary was submitted by AFSCME,
Non-Sworn union, Local 2698-C. The employee was laid off due to union bumping in accordance
with Article 8 – Seniority, Section 3. Layoff and Recall, and later was recalled. The grievance
settlement is based on reimbursement for earnings, benefits for health insurance, uniform
allowance and past holidays that would have been received had the employee remained employed.
Motion by Pufahl/Ford to deny the grievance. Motion carried unanimously.

Human Resources

Job description updates
Review of job descriptions for the Corporation Counsel, Human Resources Director, Assistant
Corporation Counsel and Child Support Administrator. The retirements of the Child Support
Administrator and a Legal Secretary in the Child Support Office provides an opportunity for
reorganization in the Child Support Office. Replacement will not be requested for either position
instead changes in titles and duties of current staff will be submitted for approval. Discussion of the
changes to each job description. Motion by Pufahl/Gove to approve revised Corporation Counsel
job description. Motion carried unanimously.

Motion by Gove/Pufahl to approve revised HR Director job description. Motion carried
unanimously.

Motion by Pufahl/Ford to approve title change from Assistant CC to Deputy CC with changes to job
description assigning duties of the Child Support Director. Motion carried unanimously.

Motion by Gove/Pufahl to approve the position description for the CS Administrator. Motion
carried unanimously.

Compensatory time balances
Review of employee compensatory time balances over 80 hours were reviewed.

Grievances, Mediations, Arbitrations and Negotiations
Joe Ruf updated the Committee on ten (10) unresolved cases in the grievance, mediation or
arbitration process. There is a mediation session with the seven (7) bargaining units representing
County employees on
Tuesday, April 12, 2011 with WERC Commissioner Susan Bauman.

Motion by Pufahl to convene in closed session at 11:39 AM in accordance with WI State Statute
Section 19.85(1) (c)(e)(g). Committee roll call was unanimous.

Committee reconvened in open session at 12:31 PM.

Discussion of the recent State Budget Repair Bill (BRB), union contracts, Personnel Policy &
Procedures Manual revisions and potential requirements. HR Committee Chair Sue Martin is
meeting with Department Heads to assess needs, changes and updates to the Manual. The purpose is
to incorporate and improve the operational efficiency in County Departments.

The next HR meeting will be Wednesday, May 4, 2011 at 9:00 AM.

Motion by Pufahl/Gove to adjourn at 12:51 PM.

Respectfully submitted,

Barry Pufahl
Committee Secretary

Recording Secretary,

Jang Bescup
HR Program Coordinator

Closed Session

Open session
Policy Manual

Next Meeting Date
Adjournment