HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, May 4, 2011    9:00 A.M.
Columbia County Annex    120 West Conant Street    Portage, WI 53901
(608) 742-9667    FAX (608) 742-9802    E-mail: human.resource@co.columbia.wi.us

These minutes have been officially approved by the Human Resources Committee.

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, Doug Richmond, Barry Pufahl, Neil Ford, Vern Gove

Also Present
Joseph Ruf, Robert Westby, Erik Pritzl, Sheriff Dennis Richards, Kurt Dey, TO Boge, Judge Daniel George, Susan Raimer, Julie Kayartz, John Hartman, Shonna Neary, Lyn Jerde - PDR

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

Minutes Approval
Motion by Pufahl/Ford to approve regular and closed session meeting minutes from April 6, 2011. Motion carried unanimously.

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

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Health & Human Services

Replacement Requests
Erik Pritzl, HHS Director, submitted 3 replacement requests. The State Budget Repair Bill (BRB) effects on Health and Human Services programs remains unclear.

Economic Support Lead Worker
Explanation of the State’s desire to centralize services enrollment, county consortiums, case loads and lead role in a consortium structure. The State is open to looking at various model proposals. Pritzl requested approval to replace 2 ES Lead Worker positions due to retirements. The posting and recruitment will not be initiated until the State has made a final decision on programs to ensure that the positions will be funded, but approval will provide the ability to expedite the hiring process.
Motion by Pufahl/Richmond to continue the process of approval for 2 Economic Support Lead Worker positions. Motion carried unanimously.

Contract Liaison
A revised job description for the position was presented and position responsibilities were discussed. Motion by Gove/Ford to approve job description as revised for the Contract Liaison. Motion carried unanimously.
Motion by Richmond/Gove to approve the replacement request for the position of Contract Liaison. Motion carried unanimously.

Children and Families Division Administrator
A revised job description for the Children and Families Division Administrator was presented for approval. Motion by Richmond/Pufahl to approve the job description as presented. Motion carried unanimously.

Register in Probate
Presentation by Judge Dan George, Susan Raimer and Julie Kayartz requesting replacement of the Deputy Register in Probate and revisions to the job description. Discussion of the office structure, responsibilities and statutory appointment by the Columbia County Circuit Court Judges.
Motion by Pufahl/Gove to approve the job description with revisions as submitted. Motion carried unanimously.
Motion by Gove/Pufahl to approve the replacement request for the Deputy Register in Probate. Motion carried unanimously.

Sheriff
Sheriff Richards updated the Committee on the Jail Nurse independent contractors. 2 individuals have been selected, each will work 15 hours per week under the contracts.

MIS
John Hartman, MIS Director, presented a proposal on Telework at the request of the MIS Committee. Discussion. Motion by Pufahl/Gove to table until the June 1, 2011 HR meeting which will allow further review of the materials distributed. Motion carried unanimously.

Applications Developer I
Request to restore an Applications Developer position to full time in 2012. The hours were reduced in the 2011 budget from full time to part time. Request will be reviewed as part of the 2012 budget and placed on the July 6, 2011 agenda.
Safety Program – Alpha Terra Science

Alpha Terra Science, Safety and Health Division, reviewed and revised the Columbia County Highway and Transportation Department safety policies. Discussion of program and development, training, requirements, contract costs, ability to expand the Safety program within the County and costs. Motion by Pufahl/Richmond to approve the expenditure for a portion of the program cost to be paid from the Safety Budget pending approval from the Highway Committee to proceed with the program. Motion carried unanimously.

WI and Federal Family Medical Leave (FML)

The Committee received information on the differences between Federal and State FML and the internal process for administering FML.

Resolution

State Budget Repair Bill (BRB) included employee funded vs. contributions into Employee Trust Funds/WI Retirement System. The IRS Internal Revenue Code (IRC) Section 414(h)(2) permits treatment of employee contributions as pre tax dollars. Discussion. Motion by Richmond/Ford to approve the resolution to implement County Pick Up of Employee Retirement Contributions Pursuant to Internal Revenue Code. Motion carried unanimously.

Annual Budget letter

Letter reviewed, changes recommended for distribution to Department Heads and Committee Chairs.

Workers Compensation Claims Review

Shonna Neary presented a review of the Worker’s Compensation claims. Discussion.

Grievances, Mediations, Arbitrations and Negotiations

Several grievances were withdrawn by AFSCME. Pending arbitration hearing scheduled for Highway grievances. The union 2011 contracts are being prepared and signatures will be obtained.

Review of Department activities and budget

Department activities remain stable. The department monthly budget was reviewed.

The next HR meeting will be Wednesday, June 1, 2011 at 9:00 AM.
Motion by Pufahl/Gove to adjourn at 12:19 PM.

Respectfully submitted,

Barry Pufahl
Committee Secretary

Recording Secretary,

Jane Bescup
HR Program Coordinator

CC: HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Sheriff Dennis Richards, Erik Pritzl, Judge Daniel George, Julie Kayartz, John Hartman