Columbia County Human Resources Committee Minutes
Wednesday, October 10, 2012

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Teresa Sumnicht, Adam Field
Also in Attendance: Joseph Ruf, Andy Ross, Vern Gove, Tom Lorfeld, Dennis Richards, Lisa Walker, Rebekka Cary, Mat Schneider, Bonita Platta-Experience Works
The meeting was called to order by Chair Susan Martin at 9:02 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.
Approval of Agenda
Motion by Westby to approve the agenda as published, second by Field. Motion carried.
Approval of Minutes
Motion by Field to approve the September 12, 2012 HR meeting minutes, second by Sumnicht. Motion carried.
Approval of Expenditure Report
Motion by Rashke to approve the expenditure report, second by Field. Motion carried.
Joe Ruf updated the Committee on Department activities and the hiring process for Highway, Sheriff, MIS, Health & Human Services, Family Court Mediator and Planning & Zoning.

VETERANS SERVICE OFFICE (VSO)
Experience Works (EW), a Federal grant program that employees low income individuals 55 and older, is proposing to contract with the CVSO. Bonita Platta, the EW Coordinator, provided information on the program, financial guidelines and other required qualifications. Individuals work 20 hours per week, earn $7.25 per hour, wages are paid by EW, limited to 48 months of EW employment and are covered by Workers Compensation under EW. Requirements from the VSO will include a supervisor report and an OSHA safe work environment. Rebekka Cary, Assistant VSO, confirmed the CVSO could use an individual to provide clerical support but may not be able to provide 20 hours of work per week. Lisa Walker, Register of Deeds, stated the ROD office is responsible for holding Veteran’s documents and could possibly provide some additional hours for the program participant. The VSO and ROD will work collaboratively to provide the hours. Motion by Westby to enter into an agreement to participate in the Experience Works program in the ROD and CVSO, second by Field. Motion carried.

HIGHWAY
- Tom Lorfeld, Interim Highway Commissioner, presented a personal leave request for a Highway employee who has exhausted Family Medical Leave and a 30 day personal leave. The employee has submitted the required documentation to request an extension. Motion by Westby to approve a personal leave for up to 6 months to begin upon expiration of the 30 day personal leave, second by Sumnicht. Motion carried.
  - Request to increase the hourly rate of the student Mechanic intern from $10.00 per hour to $12.50 hour. The additional cost is in the budget and was approved by the Highway Committee. Motion by Sumnicht to approve the request and forward to Finance for approval, second by Rashke. Motion carried.
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- Joe Ruf presented the proposal of terms and conditions to appoint Tom Lorfeld, Interim Highway Commissioner, as Highway Commissioner. This is a statutory position with the process requiring Highway, HR, Executive and Finance Committees approval before proceeding to County Board for the official appointment. Motion by Westby to approve the proposal as presented, second by Sumnicht. Motion carried.

SHERIFF
Sheriff Dennis Richards requested an increase for 2 Lieutenants that would provide consistency in the wages of all 4 Sheriff’s Lieutenants. The basis for the request was summarized. Motion by Field to approve the wage adjustment for 2 Lieutenants effective 1/1/2013 equalizing the Sheriff’s Lieutenants’ compensation, second by Westby. Motion carried.

HUMAN RESOURCES
- Mathew Schneider, Accounting Supervisor, provided information on the 2013 Workers Compensation renewal rates which will be confirmed in November. An explanation of how the rates are established was provided. Motion by Rashke to approve renewal of Wisconsin County Mutual as the Columbia County 2013 workers compensation carrier, second by Westby. Motion carried.
- Bestflex will administer the flexible spending accounts in 2013. The administrative fee for providing the service is $3.25 per participant. Options for a benefit card, payment of the administrative fee assumed by the employer or employee, benefits of the program and the 2013 cap were discussed. Motion by Rashke to have the employer continue to pay the administrative fee at the 2013 rate of $3.25 per participant, second by Sumnicht. Motion approved, Martin opposed.
- Review of the approved and proposed changes to the Policy and Procedures manuals. Information will be distributed for further review and will be addressed at a future meeting.
- The Committee will not meet in November, the next meeting will be Wednesday, December 12, 2012 at 9:00 AM.
- The meeting was adjourned at 10:42 AM.

Respectfully Submitted,

Bruce J. Rashke
Human Resources Committee Secretary

Jane Bescup
Recording Secretary