Columbia County Human Resources Committee Minutes  
Wednesday, December 12, 2012

Committee Members Present: Susan Martin, Robert Westby, Teresa Sumnicht, Adam Field
Excused Absence: Bruce Rashke
Also in Attendance: Joseph Ruf, Andy Ross, Tom Lorfeld, Michael Babcock, Lyn Jerde-PDR
The meeting was called to order by Chair Susan Martin at 9:00 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 October 10, October 17 and November 13, 2012 HR meeting minutes, second by Westby. Motion carried.

Approval of Expenditure Report
Motion by Westby to approve the expenditure report, second by Field. Motion carried.
The Committee reviewed the 2012 budget. Joe Ruf updated the Committee on recruitment and hiring for 2012 and 2013 positions in various departments.

SOLID WASTE
Review of the Solid Waste Director job description. Motion by Field to approve the job description with changes as recommended, second by Sumnicht. Motion carried.

HEALTH & HUMAN SERVICES
Dawn Woodard, Director of HHS, presented a request to hire 2 social workers in the Division of Children and Families due to a resignation and internal transfer. Motion by Sumnicht to approve the request to hire 2 social workers and approve the continuation to refill positions effected by internal transfers, second by Field. Motion carried unanimously.

CIRCUIT COURT
Joe Ruf and Dawn Woodard discussed the Family Court Mediator position. The 3 Circuit Court Judges are reviewing the applications. The position is currently contracted and will be transferred from the HHS 2013 budget to the Court system.

HIGHWAY
- Tom Lorfeld, Highway Commissioner, presented a job description for a Working Mechanic Foreman. The pay range proposed would be $1.00 an hour over the Master Mechanic rate. Tom provided an explanation on current fleet and personnel management. Motion by Field to approve the job description with changes are recommended and the pay structure for the Working Mechanic Foremen, second by Westby. Motion carried.
  - The job description for a LTE Engineering Tech was presented. Motion by Field to approve the job description with revisions as recommended, second by Westby. Motion carried.
  - Suggested rate for the LTE Mechanic is $12.50 per hour. LTE and part time hourly rates of pay within the County was provided for comparison. Motion by Westby to set the Highway pay rate for LTE's at $12.50 per hour and the seasonal employees pay rate at $10.00 per hour, second by Field. Motion carried.
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SHERIFF
- Chief Deputy Michael Babcock and Joe Ruf provided information on the 2012-2013 Sheriff’s Sworn union contract settlement terms. The union members have ratified the contract and it will be presented to the County Board of Supervisors on December 19, 2012 for ratification.
- Babcock presented an explanation and proposed pay schedule for Sheriff’s Office part time employees. The part time duties will vary with 3 levels of qualifications and pay. This was approved in the recent union contract agreement. Motion by Field to approve the pay structure as submitted ranging from $12.00, $14.00 or $16.00 per hour based on duties, the Sheriff will be accountable to stay within the $50,000.00 as approved in 2013 Sheriff’s budget, second by Sumnicht. Motion carried.
- Babcock presented a request to reclassify a Deputy Sheriff position to a Detective Sergeant with internal personnel. The cost of the exchange will be $3,991.00 which can be absorbed internally. Motion by Field to approve the reclassification request, second by Westby. Motion carried.

HUMAN RESOURCES
- The current structure of exit interviews was addressed. Recommendations to change the process was shared.
- Review of the approved and proposed changes to the Policy and Procedures manuals. The process of review and changes will need to go to County Board for approval. The distributed information will be condensed for future review.

- The next meeting will be Wednesday, January 9, 2013 at 9:00 AM.
- The meeting was adjourned at 10:43 AM.

Respectfully Submitted,

Susan Martin
Human Resources Committee Chair

Jane Bescup
Recording Secretary