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, Andy Ross, Sheriff Richards, Amy Yamriska and Lyn Jerde-PDR

Agenda Approval

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

Minutes Approval

Motion by Pufahl/Richmond to approve Committee meeting minutes from February 1, 2012. Motion carried unanimously.

Expenditure Report

Motion by Gove/Pufahl to approve the expenditure report. Motion carried unanimously.

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Highway

The Committee was updated on the Interim Highway Commissioner contract. The formal process of hiring a permanent Highway Commissioner has begun. The Highway Committee will request authorization to begin the process at the March Executive Committee meeting. Committee input will be sought when establishing qualifications, education, experience and a salary range prior to recruitment.

Health Care Center

Amy Yamriska, CHCC Administrator, presented requests for revisions to the Policies and Procedures affecting employees at the Health Care Center. The CHCC Committee approved the changes. The request consists of:

• Compensatory time not to exceed 40 hours.
• No annual payout of compensatory time.
• Life Insurance benefit equal to one years’ earnings for each employee, will be paid for by the County
• Sick leave - 90% payout to an employee at retirement or to the employee’s estate in the event of an employee’s death.

The changes will be retroactive to January 1, 2012, and will not have a financial impact on the Health Care Center budget. Motion by Pufahl/Richmond to recommend changes as presented and forward to the Executive Committee for approval. Motion carried unanimously. The County Board of Supervisors will need to approve the changes in a resolution at the March County Board meeting.

Human Resources

Amendments to the Policies and Procedures and Operations Manual for Management

Three (3) items were addressed for revisions in the General, Highway, Health Care Center, Sheriff’s Non Sworn Policies and Procedures and the Operations Manual.

• Reimbursement for loss of personal item requires an employee to submit a request to her/his supervisor for reimbursement. The supervisor will review, consult the County’s insurance contract and present the request to the HR Committee. The final decision on the reimbursement will be communicated in writing to the employee.

• Retiree Health Insurance reimbursement is reduced annually with the benefit terminating in 2015. Eligible employees who terminate will receive a prorated distribution for that year. Calculation will be based on the percentage of total annual hours vs. hours in paid status. Motion by Richmond/Ford to approve the calculation method for dispersing the annual retiree health insurance payout. Motion carried unanimously.

• Language will be amended to clarify minimum qualifications for retiree health insurance. Eligible employees 60 years of age with a minimum of 20 years of continuous service. Motion by Gove/Richmond to recommend the language change. Motion carried unanimously.

• Military Leave granted for absence to employees who are drafted, enlist or are called to active duty in the armed forces. Discussion of salaries paid to reservists of the US armed forces to attend schools or camps, not to exceed 2 weeks in a calendar year and reimbursement for differences in pay. Motion by Pufahl/Ford to approve and forward the recommended change to the Executive Committee for all manuals. Discussion on all employees serving the US military. Motion failed. Motion by Pufahl/Richmond to revise the language to include all military personnel. Motion carried unanimously. HR Director, Joseph Ruf, will submit revised language to be presented at a future meeting.

Elected Officials

The County Board of Supervisors is required to set the salary for Elected Officials before the earliest time for filing nomination papers for any elected office. The compensation established shall not be increased nor diminished during the officer’s term. The November 2012 elections will include the County offices of County Clerk, Register of Deeds (ROD) and Treasurer. Discussion of WI State Statute 59.22(1), WI Act 10 changes, a decision in an Eau Claire County case concerning contribution to the WI Retirement System by elected officials and State Statutes overruling County resolutions.
Lisa Walker, ROD, submitted a request to review the salary of the ROD and elevate the salary to equal the range of the County Clerk and Treasurer. Motion by Ford/Pufahl to approve elevating ROD salary to the same base range as the County Clerk and Treasurer and forward to the Executive and Finance Committees with this recommendation. Motion carried unanimously.

Salary ranges for 2013, 2014, 2015, 2016 established for the County Clerk, ROD, Treasurer discussed. Comparables were presented on other Counties Elected Official salaries. Motion by Pufahl/Ford to approve and recommend to the Executive and Finance Committees setting the salary for the County Clerk and ROD the same for the next 4 year cycle. Motion carried unanimously.

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Workers Compensation (WC)
Review of 2012 WC claims received from the provider AEGIS.

2011 Annual Report
Review of the 2011 HR annual report. Motion by Pufahl/Gove to approve the 2011 HR annual report with changes as discussed. Motion carried unanimously.

Resolution
Resolution to transfer $11,058.71 from the Contingency for interest due on the federal government loan advanced to WI UC Insurance Reserve Fund. The additional charge was unanticipated during the 2011 budget process. Motion by Pufahl/Richmond to approve the resolution transferring the funds. Motion carried unanimously.

Grievances and Arbitrations
The back pay for a reinstated Highway employee is being finalized. The WI Employment Relations Commission (WERC) has offered the County alternatives to resolve the pending prohibited practice case which contains multiple issues. The options are to either accept a binding decision from the WERC or enter into mediation. Motion by Richmond/Gove to approve entering into mediation to attempt to resolve the outstanding prohibited practice cases. Motion carried unanimously.

Negotiations
Sheriff Sworn union has not scheduled any negotiation sessions yet. The Public Health Nurses have sought certification of their union with a deadline of March 28, 2012. If certified, collective bargaining will be required.

Department Activities
Veteran’s Service Officer recruitment and testing has concluded. The Executive Committee will initiate the process for interviewing to fill the vacancy. The hiring for an Accountant I is progressing and an accepted offer is expected soon.

Next Meeting Date
The next HR meeting will be Wednesday, April 4, 2012 at 9:00 AM.

Closed Session
Department Head Performance Planning Guide final evaluation
Motion by Pufahl/Gove to enter into closed session at 11:29 AM in accordance with WI State Statute Section 19.85(1)(c) Considering employment, promotion, compensation performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Committee roll call was unanimous.

Open Session
Committee returned to open session at 11:47 AM.

Adjournment
Motion by Pufahl/Gove to adjourn the meeting at 11:48 AM.

Respectfully submitted,

Recording Secretary,

Barry Pufahl
Jane Bescup
Committee Secretary
HR Program Coordinator

CC: HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Amy Yamriska