HUMAN RESOURCES COMMITTEE MEETING MINUTES  
Wednesday, April 4, 2012  
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  

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

Minutes Approval  
Motion by Richmond/Ford to approve Committee meeting minutes from January 18, 2012 prior to County Board and March 7, 2012 meetings. Motion carried unanimously.

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

Sheriff

Replacement request Deputy Sheriff  
Sheriff Richards requested to replace a Deputy Sheriff due to a resignation. The position is in the 2012 budget and the Judiciary Committee approved the replacement. Motion by Pufahl/Ford to approve the replacement request. Motion carried unanimously.

Replacement request for Jailer  
Request to replace a Jailer due to a resignation. The position is in the 2012 budget and the Judiciary Committee approved the replacement. Motion by Richmond/Ford to approve the replacement request upon receipt of the resignation. Motion carried unanimously.

Non-Sworn Policies and Procedures  
The following changes were approved in the Non-Sworn Policies and Procedures retroactive to January 1, 2012. The HR Committee will forward to the Executive Committee with the recommendation to approve. A resolution will be presented to County Board for approval and implementation.

- **Call-In Pay:** Drop “for time worked at the prevailing wage” change to “time and one-half (1.5) for such call-in time with a minimum of two (2) hours.” Define call in reasons and include required court appearances.

- **Court Time:** Drop “for time worked at the prevailing wage” change to “time and one-half (1.5) for such court time with a minimum of two (2) hours.” Motion by Pufahl/Gove to adopt the change in language in the Non-Sworn Policies and Procedures for Call-In Pay and Court Time as recommended. Motion carried unanimously.

- **Clothing Allowance** The Non-Sworn Policies and Procedures does not contain a provision for uniform allowance. The cost is included in the 2012 budget. Motion by Pufahl/Gove to reinstate the clothing allowance payment of $375.00 annually, paid in 2 installments, on the last paydays in March and September, only to Non-Sworn staff who are in employed status at the time payments are processed. Motion carried unanimously. Uniform allowance for the Sheriff’s Executive Secretary tabled to a future meeting.

- **Compensatory Time** A maximum of 40 hours of compensatory time can be accrued annually. Request to revise language. Motion by Pufahl/Richmond to amend the language as follows: drop “in the first pay period of the following year” replace with “Compensatory time that is not scheduled to be taken by December 31 of any calendar year will be paid as overtime to the employee on the first pay period during the month of December.” Motion carried unanimously.

- **Emergency Management (EM)** The EM Coordinator and Deputy EM Coordinator were not previously listed as covered under any of the Policies and Procedures. Motion by Gove/Ford to assign Emergency Management to the General Employee Policies and Procedures. Motion carried unanimously.

Mgmt Info Services

Telework  
John Hartman, MIS Director, distributed a report on the trial use of Telework. Establishing policy will be the next step in the process. Motion by Pufahl/Gove to approve the concept of Telework and develop a policy to be incorporated into the Policies and Procedures. Motion carried unanimously.

Personnel Sanction for Noncompliance  
Department of Homeland Security requires written policies for employees, contractors, vendors, temporary employees, interns and guests that access the County’s information systems network. There is no financial impact and the policies will be available through an on line link. Motion by Richmond/Pufahl to approve the sanctions policy as presented. Motion carried unanimously.

Corporation Counsel

Joseph Ruf, Corporation Counsel and HR Director received a resignation from the Deputy Corporation Counsel effective April 6, 2012. He is requesting to fill the position with an Assistant Corporation Counsel. Motion by Pufahl/Gove to approve the replacement of the Deputy Corporation Counsel with an Assistant Corporation Counsel. Motion carried unanimously.
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, and Sheriff’s Non Sworn Policies and Procedures and the Operations Manual.

- Military Service - change to reflect reimbursement for military personnel called to active duty or ordered training. Motion by Gove/Richmond to approve County compensation to military employees called to service when a wage discrepancy is proven that military compensation is less than their County earnings. Motion carried unanimously.

- Reimbursement procedure for loss of personal items procedure will be established. The employee shall submit a request to their supervisor, describing what contributed to the loss and the County Liability; the supervisor will review, consult the County’s insurance contract and present to the HR Committee. The HR Committee will review the case and either declare the claim invalid or authorize reimbursement in part or full. The HR Committee decision is final and shall be communicated in writing. Motion by Gove/Pufahl to approve the procedure requesting reimbursement for loss of personal property to be added to the Policies and Procedures. Motion carried unanimously.

The following are revisions in the General, Highway Policies and Procedures and the Operations Manual.

- Eliminate reference to Highway Office employees in the Highway manual as they are now under the Accounting Office and part of the General Employee Policies and Procedures.

- Change language relating to cell phone usage allowing department management to set guidelines. Motion by Gove/Pufahl to approve the changes as presented. Motion carried unanimously.

The following are revisions in the Highway Policy and Procedures and the Operations Manual.

- The Highway Commissioner will establish the 4-10 schedule providing flexibility to begin and end the schedule. The office staff will remain on 5-8 schedules. Motion by Gove/Pufahl to approve the request. Motion carried unanimously.

- A minimum of 2 hours overtime will be paid when an employee is called in to work outside of the normal work hours. Overtime will be earned on the day it is worked. Motion by Gove/Pufahl to approve the change. Motion carried unanimously.

General Employee and Operations Manual

Personal holidays will be reduced from 3 to 2 to provide consistency with all manuals providing 11 holidays annually. Motion by Richmond/Pufahl to approve as presented. Motion carried unanimously.

Health and Human Services (HHS)

Dawn Woodard, HHS Director, proposed revisions to the General Policies and Procedures. The Committee advised HR to send the requests to Department Heads and ask for feedback on the items. The item will be placed on the agenda at a future Committee meeting.

Operations Manual

Department Head vacation established and added to the Operations Manual. Motion by Pufahl/Gove to set the vacation for all Department Heads, upon hire, at 4 weeks. Motion carried unanimously.

Dean Health Insurance

Karen Metzger, Dean Senior Account Manager, distributed a list of new providers and addressed the transition process. Dean Representatives and HR staff has been meeting regularly.

Grievances and Arbitrations

Update on open cases.

Negotiations

Sheriff Sworn union has not scheduled any negotiation sessions yet and the Public Health Nurses have voted to recertify their union. The Federal District Court issued a decision in a lawsuit filed by several unions relating to WI Act 10/BRB. Changes continue and the decision may affect our process.

The next HR meeting will be Wednesday, May 2, 2012 at 9:00 AM. Motion by Richard/Gove to adjourn the meeting at 11:18 AM.

Respectfully submitted,                  Recording Secretary,

Bruce Rashke                        Jane Bescup
Committee Secretary                  HR Program Coordinator

CC: HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Sheriff Richards, John Hartman