Columbia County Human Resources Committee Minutes 
Wednesday, May 9, 2012

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Adam Field, Teresa Sumnicht
Also in Attendance: Joseph Ruf, Andy Ross, Bill Casey, Kirk Konkel, Michael Babcock, Gretchen Halvorsen, Tom Lorfeld, Cory Wiegel, Angela Hinze, Lois Schepp, Kurt Calkins
The meeting was called to order by Chair Susan Martin at 9:03 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 Westby to approve the minutes of the April 4, 2012 regular HR meeting and the April 17, 2012 organizational of meeting, second by Sumnicht. Motion carried.

Approval of Expenditure Report
Motion by Field to approve the expenditure report, second by Sumnicht. Motion carried.

HIGHWAY
- Tom Lorfeld, Interim Highway Commissioner, submitted replacement requests for 3 General Equipment Operators. Motion by Rashke, second by Westby to approve the request to hire 3 General Equipment Operators. Motion carried.
- Request to hire 1 Limited Term summer employee, a student currently attending Madison College in the mechanic program. Motion by Sumnicht, second by Westby to approve a summer LTE to work 40 hours per week at a rate of pay determined by the Highway Commissioner and the Human Resources Director but not to exceed the seasonal employee rate. Motion carried.

BUILDINGS and GROUNDS
Cory Wiegel, Director of B&G, requested replacement of a Janitor due to a resignation. Motion by Field, second by Sumnicht to approve the replacement request for a Janitor. Motion carried.

SOLID WASTE
Bill Casey, Director of SW, submitted a Personal Leave request for a SW employee who has expended his FML. Motion by Westby, second by Rashke to approve the personal leave request to extend through June 15, 2012. Motion carried.

SHERIFF’S OFFICE
- Chief Deputy Michael Babcock, presented a replacement request for 1 Dispatcher due to a resignation. Motion by Westby, second by Field to approve the replacement request. Motion carried.
- The Sheriff’s Executive Secretary uniform allowance was approved by the Judiciary Committee in the amount of $600.00 annually. The same amount is paid to the Sheriff Sworn Officers. The HR Committee asked to have the request placed in the proper format and brought back for review. Due

Notice:
These minutes have been approved. They are the notes of the recorder and are subject to revisions or additions at a subsequent meeting of the Committee.
to the restructuring of Committees it was recommended that the Public Safety Committee review and approve the uniform allowance for the Sheriff’s Executive Secretary.

ACCOUNTING
Lois Schepp, Comptroller, requested to replace a part time Accounting Aide at Columbia Health Care Center. The employee has accepted the full time Medical Records position at CHCC. Motion by Rashke, second by Westby to approve the replacement request. Motion carried.

VETERANS’ SERVICE OFFICER
Request presented by Joseph Ruf on behalf of VSO Richard Hasse to replace the Deputy VSO due to a retirement. Motion by Field, second by Sumnicht to approve the replacement request. Motion carried.

LAND and WATER CONSERVATION
Kurt Calkins, L&W Conservation Director, requested an unpaid summer intern. Liability for this person would include use of County equipment, vehicle usage and the access to County computer services. The hours will be part time within a structured schedule. The duration of the internship will be May through September. Motion by Westby, second by Field to approve the unpaid internship. Motion carried.

POLICIES and PROCEDURES
- Highway – Ferry Operator pay should be maintained at the same hourly rate throughout the year with vacation and sick leave use on the same schedule as other employees. Motion by Rashke, second by Westby to forward to the Executive Committee with the recommendation that Ferry Operators remain at the same hourly rate throughout the year. Motion carried.
- Possible revisions to various Policies and Procedures and the operations manual for management were discussed at the April 30, 2012 Department Head meeting. The Committee requested that the suggested revisions be presented next month in written form.

CLOSED SESSION
Motion by Westby, second by Rashke to enter into closed session at 12:07 PM pursuant to WI State Statute Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.
The Committee will reconvene in open session immediately following completion of the closed session.
Roll Call Vote: Ayes: 5, as follows: Martin, Westby, Rashke, Sumnicht, Field Noes: 0

OPEN SESSION
Motion by Westby, second by Field to reconvene in open session at 12:45 PM. The roll call vote was unanimous.

HEALTH and HUMAN SERVICES (HHS)
Motion by Rashke, second by Westby to take no action on the HHS Director compensation request and forward the request to the Finance Committee. Motion carried.
Motion by Field, second by Westby to adjourn the meeting of the HR Committee at 12:49 PM. Motion carried.

Respectfully Submitted,

[Signature]
Bruce J. Rashke
Human Resources Committee Secretary

[Signature]
Jane Bescup
Recording Secretary