Columbia County Human Resources Committee Minutes
Wednesday, June 13, 2012

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Adam Field, Teresa Sumnicht
Also in Attendance: Joseph Ruf, Andy Ross, Vern Gove, Kirk Konkel, Bill Casey, Sheriff Richards, John Hartman, Dawn Woodard, Tom Lorfeld, Randy Oetzman and 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 Field to approve the agenda as published, second by Westby. Motion carried.

Approval of Minutes
Motion by Field to approve the regular and closed session minutes of the May 9, 2012 HR meeting, second by Sumnicht. Motion carried.

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

HR Reports
Joe Ruf updated the Committee on grievances filed prior to Act 10 which remain open but are not being pursued at this time. A Highway employee arbitration award required the County to reinstate an employee and make whole wages and benefits. An agreement on back pay has not been resolved. The prohibited practice case concerning the 2010 furlough days is being resolved. Attorney Krista Miller was selected for the Assistant Corporation Counsel position and will start on June 25, 2012. HR continues recruitment for vacancies in several departments.

SHERIFF
Sheriff Dennis Richards presented proposed changes to the Policies & Procedures (P&Ps).
- Clothing allowance for the Executive Secretary is proposed at $600.00 annually. The statement recommended “The Executive Secretary to the Sheriff will receive a clothing allowance equal to other Administrators in the Sheriff’s Office.” Motion by Field to approve the annual payment and statement as recommended and forward to Executive and Finance Committees, second by Sumnicht. Motion carried.
- Vacation for Non-Sworn personnel received at 6 months rather than at 1 year for new hires. Motion by Westby to forward to the Executive and Finance Committees with no recommendation, second by Rashke. Motion carried.
- Vacation maximum accrual is limited to 4 weeks by date of 12/31/1995. Request to change the date to 12/31/2011 allowing employees to continue to accrue one additional day per year after 18 years of service to a maximum of 6 weeks. Motion by Field to table until the financial impact can be assessed, second by Rashke. Motion carried.
- Request to add sick time benefit for use in extending bereavement leave. The Committee noted that use of other accrued benefits is allowed to extend bereavement leave. Motion by Rashke to forward to the Executive and Finance Committees with the recommendation to disapprove, second by Westby. Motion carried, Sumnicht and Field opposed, Martin supported the motion.
Clarify language to state sick time can be used for children, spouse and parents illness. Motion to table by Rashke, second by Westby in anticipation of language change proposal from HHS. Motion carried.

**MIS**

- John Hartman, MIS Director, provided a history of department use of telework in Columbia County. Forms and exhibits were distributed for review and approval. Motion by Rashke to add a statement to the Telework Agreement Form addressing Workers Compensation, second by Westby. Field and Sumnicht opposed. Motion failed. Motion by Rashke to approve Telework Agreement, second by Sumnicht. Motion carried. Westby opposed.

- Changes to the job descriptions for Applications Manager and Infrastructure Support Specialist were presented and explained. Motion by Westby to approve the revisions to the Applications Manager job description as presented, second by Field. Motion carried. Motion by Rashke to approve the revisions to the Infrastructure Support Specialist 2 job description as presented, second by Sumnicht. Motion carried.

- Include in the Policies and Procedures:
  - Personnel Sanction for Noncompliance of Information Systems Technology Policies as required by the Criminal Justice Information Services (CJIS) for technology in the workplace. Motion by Westby to add, as presented by the MIS Department, Personnel Sanctions for Noncompliance of Information Systems Technology Policies into all P&Ps and the Operations Manual in the appropriate section and forward to the Executive Committee for approval, second by Sumnicht. Motion carried.
  - Insert Telework policy into the Operations Manual as an option for implementation by Department Management. Motion by Sumnicht to insert near the “Technology in the Workplace” section on page 35, second by Westby. Motion carried.

**HEALTH CARE CENTER**

Personal leave request was submitted by a Health Care Center employee after exhausting 12 weeks of FML. Motion by Westby to grant a 12 week unpaid leave to the employee, second by Field. Motion carried.

**HIGHWAY**

Tom Lorfeld, Interim Highway Commissioner, presented and explained changes to the job description for General Equipment Operator. Motion by Rashke to approve the job description changes, second by Westby. Motion carried.

**SOLID WASTE**

Bill Casey, Director of SW, presented proposed changes to the Policies and Procedures.

- Bill Casey provided an explanation of the accrual and use of compensatory time in the Solid Waste Department. The Committee defined and clarified the compensatory time limits as a max of 40 hours. As long as the comp time balance stays under 40 hours, employees can continue to accrue and use compensatory time.

- Changing the replacement process for committee approval to refill a budgeted position will require a change in policy language. The proposed change would require approval from the Governing, HR and Executive Committees in any order and approval from the Finance Committee only if there is a fiscal impact.

**HEALTH & HUMAN SERVICES**

Dawn Woodard, Director of Health and Human Services, presented proposed changes to the P&Ps.

- Proposing the use of personal holidays in the same increments as vacation, sick and other accrued benefits, currently P&Ps requires use in full days. The issue was discussed at the Department Head meeting and there were no objections to using personal holidays in smaller increments. Motion by Westby to approve the language change and drop “They must be taken in full
work day increments" in the P&Ps, second by Sumnicht to forward to the Executive Committee. Motion carried.

- Proposal to add brother-in-law and sister-in-law to 3 day employee Bereavement Leave. Motion by Rashke to forward to the Executive Committee with the recommendation to add brother-in-law and sister-in-law to the bereavement schedule, second by Westby. Motion carried.
- Proposal to drop language requiring 6 months of employment before an employee can use accrued sick time. Motion by Field to lift the restriction and adopt the language from page 32 of the Operations Manual allowing employees to use accrued sick time and forward to the Executive Committee for approval, second by Sumnicht. Motion carried.
- Proposal to add language that would allow an employee to use sick time for an employee’s dependent child, spouse, parent or family member for whom the employee has care giving responsibilities. Motion by Rashke to approve the change as presented and recommend the change be made to all P&Ps, second by Sumnicht. Motion by Field to recommend a language change from “sick leave will be granted” to “sick leave may be granted”, second by Rashke to forward to the Executive Committee for approval. Motion carried.
- Proposal to address the language of consecutive sick leave days from 3 to 5 or more requiring submission of a written statement from a medical provider to substantiate the medical reason for absence. Current 3 day certification rule is based on the FMLA and so cannot be increased to 5 days. Motion by Sumnicht to add language from page 15 of the Highway P & P “If the employee has developed an erratic pattern of absences, she/he may be required to substantiate an illness at any time he/she calls in sick” to all the P&Ps, second by Field to forward to the Executive Committee for approval. Motion carried.
- Proposal to allow employees to donate a maximum of 5 sick days to an employee who has exhausted their sick time. Motion by Westby to disapprove donation of sick time and forward with that recommendation to the Executive Committee, second by Rashke. Motion carried, Sumnicht opposed.

BUILDINGS and GROUNDS
Cory Wiegel, Director of B&G, submitted proposed changes to the P&Ps.
- Proposed change to Overtime and Call in pay. Motion by Rashke to add the Call-in Pay language as submitted and strike the word Overtime, second by Field to forward to the Executive Committee for approval. Motion carried.
- A proposed change to call in compensation contained in the Courthouse Compensation and Classification plan. Motion by Westby to consider as a 2013 budget item, second by Field. Motion carried and will be sent to Executive with the recommendation to disapprove at this time and consider as a 2013 budget item.

HUMAN RESOURCES
- Proposal to clarify the vacation carry over language in the P&Ps. Vacation will be carried over 90 days but must be used within the 90 days or it will be lost. Motion by Westby to forward to the Executive Committee for approval, second by Sumnicht. Motion carried.
- Proposed language to clarify Holidays in the General P&Ps, Operations Manual and Highway P&P when they fall consecutively on a weekend. Motion by Rashke to approve the language changes as presented, second by Sumnicht to forward to the Executive Committee for approval. Motion carried.
- Proposal to include the Probate Office and Judicial Assistants on the cover of the General P&Ps. Motion by Westby to approved the addition of the titles, second by Rashke to forward to the Executive Committee for approval. Motion carried.
- Carlson Dettman Consulting requested participation in a labor market survey compensation
plan study. Motion by Field to decline participation, second by Rashke. Motion carried.

- The option of a paperless format for meeting materials rather than copied packets was presented and will be addressed in the future.
- 2013 new or changed position request process was discussed. A joint meeting with the HR and Executive Committees to review the 2013 requests will be held on Wed., July 11, 2012 at 11:00 AM.
- Settlement of the AFSCME Prohibited Practice Case relating to the 2010 furlough days. The mediation with AFSCME resulted in an agreement to pay 2 of the 4 furlough days. The remaining issues related to the case were dropped. The affected employees of AFSCME unions who were furloughed will be compensated. Non-represented employees and public health nurses were not part of the settlement. Motion by Westby to approve the back payment of 2 2010 furlough days to all eligible employees and forward to Finance with the recommendation to approve, second by Sumnicht. Motion carried.
- The meeting was adjourned at 1:38 PM.

Respectfully Submitted,

Bruce J. Rashke
Human Resources Committee Secretary

Jane Bescup
Recording Secretary

Notice:
These “Draft” minutes have not been approved. They are the notes of the recorder and are subject to revisions or additions at a subsequent meeting of the Committee.