Columbia County Human Resources Committee Minutes
Wednesday, August 8, 2012

Committee Members Present: Susan Martin, Bruce Rashke, Teresa Sumnicht
Absent: Robert Westby, Adam Field
Also in Attendance: Joseph Ruf, Andy Ross, Vern Gove, Dawn Woodard, Richard Hasse, Patti Herman, Mat Schneider, Tom Lorfeld, Scott Hunter, Jane Kohlwey, Dawn Woodard, Lois Schepp, Lyn Jerde - PDR

The meeting was called to order by Chair Susan Martin at 9:01 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda
Motion by Rashke to approve the agenda as published, second by Sumnicht. Motion carried.

Approval of Minutes
Motion by Sumnicht to approve the July 11, 2012 HR and Joint HR/Executive meeting minutes, second by Rashke. Motion carried.

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

HR Reports
Review 2012 monthly Department budget report. The recruitment and hiring for a variety of positions is underway.

VETERANS' SERVICE OFFICER
Richard Hasse, County Veterans' Service Officer (CVSO), presented a reclassification request. The proposal reclassifies the Deputy CVSO position to Assistant CVSO with compensation in Grade 5, Step 1 of the non-represented staff compensation and classification plan. The current Deputy CVSO meets the WI State Statute qualifications established for the Assistant CVSO position. The cost to reclassify is contained in the 2012 and 2013 budgets. The change will allow the office to continue serving the needs of the County's Veterans in the absence of the CVSO. Motion by Rashke to approve the request to reclassify the Deputy CVSO to an Assistant CVSO and adjust the compensation as presented, effective October 1, 2012, second by Sumnicht. Motion carried.

DISTRICT ATTORNEY
Jane Kohlwey, District Attorney (DA), presented a replacement request for a Victim Witness Coordinator (VWC) due to a resignation. A former employee who served as a VWC has relocated to the area and DA Kohlwey would like to appoint her to the position. Motion by Sumnicht to approve the VWC replacement and appointment, second by Rashke. Motion carried. Martin did not participate due to a potential conflict of interest.

ACCOUNTING
- Lois Schepp, Comptroller, provided an overview of the 2013 budget, procedure, Department requirements, Committee approvals, public hearings, County levy, State limitations, tax rates, mill rate, property taxes, sales tax, revenues and future projections and concerns.
- Mathew Schneider, Accounting Supervisor, presented the 2013 Workers Compensation
budget. Rates are based on 3 year claims experience, State established risk classification code and annual County payroll. Motion by Rashke to approve the 2013 Workers Compensation insurance budget as presented, second by Sumnicht. Motion carried.

**UW EXTENSION**

Patti Herman, Family Living Educator, explained sessions on “Money Habitudes” that she will be offering to employees. The presentation uses a card game to help individuals understand their money decisions and issues. The sessions will be offered during lunch and can accommodate 10 people per session. Employees who attend will need to use benefit or unpaid time.

**GRIEVANCE PROCESS**

Joseph Ruf reviewed the Act 10 grievance process with the Committee.

- Scott Hunter, Highway and Transportation employee filed a grievance regarding a discipline. The Committee reviewed the disciplinary letter relating to destruction of County property that Hunter received from Interim Highway Commissioner Tom Lorfeld. The discipline consisted of 3 days off without pay and an additional 12 hours without pay in lieu of cash payment for restitution of the damaged property. Hunter disagreed with the findings and the final disciplinary decision. He denied the accusations and claimed that there was no evidence that he cut the belts on the bulldozer. Motion by Rashke to recommend that the grievance be denied and forwarded to the Highway Committee for review, second by Martin. Motion carried, Sumnicht opposed.

**HIGHWAY**

- The revised Highway Commissioner’s job description was reviewed by the Committee. Motion by Rashke to revise number 7 in Section 2 by deleting “all County Board meetings with “County Board meetings as appropriate”, second by Sumnicht. Motion by Rashke to approve the job description with recommended changes, second by Sumnicht. Motion carried.
  
  - 2013 position requests include 1 Student Intern and 4 Limited Term Employees based on a rate of $10.00 per hour and will be part of the 2013 Highway budget. The Student Intern Mechanic hired this summer will continue into the school year of 2012-2013. Motion by Sumnicht to approve the request as submitted, second by Rashke. Motion carried.
  
  - The Safety Equipment Policy was distributed for review. Current practice was explained. Motion by Rashke to approve the policy with recommended changes and forward to the Executive and Finance committees for approval effective January 1, 2013, second by Sumnicht. Motion carried.
  
  - The Highway Committee approved the selection process for a Highway Commissioner. The Highway Committee also approved the permanent appointment of Interim Highway Commissioner, Thomas Lorfeld. The Executive Committee approved the process and appointment. Motion by Sumnicht to approve the selection process and appointment of Interim Highway Commissioner, Thomas Lorfeld, as Columbia County Highway Commissioner and forward that recommendation to the Finance Committee. The County Board will vote on the appointment at its September 18, 2012 meeting, second by Rashke. Motion carried.

**HUMAN RESOURCES**

- The Policy and Procedures proposed change relating to notification of medication use continues to be reviewed by a WCA affiliated law firm.
  
  - Resolutions are being prepared for approval at the September County Board meeting.
  
  - An Ordinance amending Title 7 of the County Code was reviewed. A change to line 124 of the document was suggested. Motion by Rashke to amend the language striking “require approval of the County Board by resolution” replacing with “be recommended by the Human Resources Committee, but made by the Executive Committee, after review by the Finance Committee in the event that the revision would have a financial impact on the County.”, second by Sumnicht. Motion carried.
2013 Health insurance provider and rate increase were addressed. The final decision will be made by the Finance Committee and 2013 rates are not yet available from DEAN.

- Review of 2013 budget for Human Resources, Unemployment Compensation, Retirement and Safety. Quotes were distributed to show that contracted services will increase to cover several required projects in 2013. Motion by Rashke to approve each budget as presented, second by Sumnicht. Motion carried.

- AFLAC will discontinue administration of flexible spending accounts on October 1, 2012. Options were presented for a new company to administer the program through 2012. The County pays a monthly administration fee for each participating employee. Motion by Rashke to contract with Employee Benefit Corporation (EBC) to administer the flexible spending plan for the remainder of 2012 with the fee structures as presented in the proposal. The County continues to pay the fee for each participating employee, second by Sunnicht. Motion carried, Martin opposed.

- Motion by Rashke to contract with EBC to administer the flexible spending benefit accounts in 2013, second by Sumnicht. Motion carried. The 2013 fees associated with administration of the flexible spending benefit will be discussed at a future meeting.

- Review of the Department Head Performance Planning goals. Motion by Rashke to approve the goals as presented, second by Sumnicht. Motion carried.

- The next meeting will be Wednesday, September 12, 2012 at 9:00 AM.
- The meeting was adjourned at 12:44 PM.

Respectfully Submitted

Bruce J. Rashke
Human Resources Committee Secretary

Jane Bescup
Recording Secretary

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.