Columbia County Human Resources Committee Minutes
Wednesday, September 12, 2012

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Teresa Sumnicht, Adam Field
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 Westby. Motion carried.

Approval of Minutes
Motion by Sumnicht to approve the August 8, 2012 HR meeting minutes, second by Rashke. Motion carried.

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

HEALTH INSURANCE – DEAN
- Two representatives from DEAN, Katie Beales and Karen Stolen, presented information on 2013 health insurance rates. Exhibits were viewed and issues explained affecting the 2013 increase. Motion by Westby to recommend DEAN as the 2013 Health Insurance provider, second by Sumnicht. Motion carried.
  - Motion by Westby to address the increase affecting retirees under the age of 65 by phasing in a 2 year plan to increase the rate. In 2013 rates will increase by half of the projected percentage increase. In 2014 retirees will pay the same as the active employee premium rate. Motion carried.

UNITED WAY
Pat Hartley, a board member of the Portage Area United Way and United Funds for Columbia County, proposed adopting a payroll deduction for employee donation to support United Way charities. Motion by Westby to continue present policy, declining participation in optional payroll deductions. Motion carried, Field and Rashke opposed.

HIGHWAY
- Tom Lorfeld, Interim Highway Commissioner, requested replacement of a Truck Driver due to a resignation. Hiring will be done from a recent recruitment. Motion by Westby to approve the replacement request, second by Rashke. Motion carried.
  - The Committee was updated on Family Medical Leave related personal leave.

PLANNING & ZONING
John Bluemke, Director of P&Z, presented a request for a limited term replacement of a Zoning and Sanitary Specialist called to active military duty. The Limited Term Employee (LTE) will be full time and possess the necessary licensure. It will be understood this is a temporary replacement for the deployed soldier. Motion by Westby to approve the position request with full benefits, second by Field. Motion carried.
SHERIFF
Sheriff Dennis Richards presented a request to replace a Dispatcher due to a resignation. He will be hiring from a previous list. Motion by Field to approve the replacement of a Dispatcher, second by Sumnicht. Motion carried.

MANAGEMENT INFORMATION SERVICES
John Hartman, MIS Director, presented a replacement request for an Infrastructure Support Specialist I (ISS1) due to a resignation. JDE support will be contracted in the interim. Motion by Sumnicht to approve the request to replace the ISS1 position, second by Westby. Motion carried.

UW EXTENSION
Kathleen Haas and Karen Nelson discussed and distributed information on the Future Leaders in Active Government known as the FLAG program. The HR Committee supports the program and Chair Susan Martin would be interested in offering her assistance.

HEALTH & HUMAN SERVICES
Dawn Woodard, HHS Director, presented 3 replacement requests.
- The Family Court Mediator was hired as a full time social worker which created the vacancy. This is a part time position based on a 37.5 hour week and budgeted for 20 hours per week. The position is a Judicial appointment and will be supervised by the 3 Columbia County Circuit Court Judges. The position responsibilities will be contracted while recruitment and review progress. Motion by Rashke to approve the replacement request, second by Sumnicht. Motion carried.
- The Clerk Typist II in the Aging and Disability Resource Center (ADRC) Division vacancy occurred due to an internal hire for a Health and Human Services Aide. Motion by Sumnicht to approve the replacement request for a Clerk Typist, second by Westby. Motion carried.
- The Division Administrator of Economic Support accepted a position with the State creating the vacancy. Motion by Westby to approve the replacement request, second by Rashke. Motion carried.
- Director Woodard requested revisions to job descriptions providing more specificity. Knowledge, skills and abilities that are relevant to the HHS Division is recommended.
- Employee performance evaluation form revision was suggested. The HR Committee will review at a future meeting.

HUMAN RESOURCES
- AEGIS and WCA/County Mutual legal counsel reviewed the Policy and Procedures (P&P) medication notification provisions. The recommended language change relates to specifics identifying positions affecting public safety where the inability or impaired ability to perform essential functions will result in a significant risk of substantial harm to the health or safety of the individual. Motion by Rashke to adopt the changes as presented related to the medication use on lines 219-241 of the draft resolution, second by Westby. Motion carried.
- A special assessment to fund interest on outstanding federal loans related to Unemployment Insurance was received from the WI Department of Workforce Development. The State splits the assessment and bills each County its share.
- Policy and Procedures relating to the grievance procedure was presented by Committee Chair Martin. The change will allow an employee to request the grievance be held in closed session. Initial grievance review will be presented to the Governing Committee and they will forward the decision to the HR Committee. The grievant will have the opportunity to have the grievance presented in closed session to the HR Committee and its decision will be considered final. The appeal process will remain as outlined. Motion by Westby to approve the change as presented in all P&P’s documents, second by Rashke. Motion carried.
• Amend Title 7, Chapter 1, Section 7-1-1, (d) Human Resources Function, (2) Human Resources Committee, (b) 6, line 125. Motion by Westby to strike review and replace with approval and add “any revisions approved by the Finance Committee will be reviewed by the Executive Committee prior to approval by the County Board of Supervisors”, second by Field. Motion carried unanimously.

• The proposed P & P revisions will be placed on a future agenda and will not go to County Board in September. The changes to the P&P’s contained in the draft resolution will be reviewed individually at the October HR meeting.

• 2013 employee wage adjustment was considered with information based on Consumer Price Index received from the WI Department of Revenue and WI Employment Relations Commission. The exemptions include the Public Health Nurses as they certified with their union and the Sheriff’s Sworn as required by Act 10. Motion by Westby to recommend to the Finance Committee a minimum of 1%, but not to exceed a maximum of 2% for 2013 base wage increases, second by Rashke. Motion carried.

• The next meeting will be Wednesday, October 10, 2012 at 9:00 AM.

• The meeting was adjourned at 12:12 PM.

Respectfully Submitted,

Bruce J. Rashke
Human Resources Committee Secretary

Jane Bescup
Recording Secretary