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, Barry Pufahl, Neil Ford, Vern Gove, Doug Richmond

Also Present
Joseph Ruf, Robert Westby, Andy Ross, Kurt Dey, Dawn Woodard, Michael Babcock, Lois Schepp, Cathy Karls, Shonna Neary

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

Minutes Approval
Motion by Pufahl/Gove to approve the July 6, 2011 Committee meeting minutes. Motion carried unanimously.

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

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Highway
Kurt Dey, Highway Commissioner, explained the 6 vacancies at Highway. The Highway Committee approved filling up to 4 positions. Motion by Gove/Pufahl to follow the Highway Committee recommendation and approve hiring up to 4 positions. Motion carried unanimously.

Medical Examiner
Barry Pufahl presented a request, as a member of the Judiciary Committee, for review of annual vacation and holiday benefits for the Medical Examiner (ME). The ME is requesting that all vacation and holidays be received at the beginning of the year in the same way as is done for the Sheriff’s Office employees. The Judiciary Committee recommended that 11 holidays (88 hours) be entered in the ME’s benefit balance at the beginning of the year with carryover of any unused vacation time. An explanation of the vacation accrual process and carryover was provided by Joseph Ruf. Employees are allowed to carry over vacation 90 days, after which they lose any remaining balance. Department Heads in other 24/7 operations or with on call requirements in their positions do not receive holiday payouts. Chair Martin asked if the Adams County contract may be taking too much time inhibiting use of benefits. Discussion. Motion by Pufahl/Ford to further explore the issue, requesting that Corporation Counsel Joseph Ruf review this issue and recommend a Countywide policy that addresses benefit use. The recommendations will be reviewed at a future meeting. Motion carried unanimously.

Health & Human Services (HHS)
HHS Director, Dawn Woodard, presented several topics to the Committee.

Division Administrator of Behavioral Health and Long Term Support job description
Review of job description revisions to the Division Administrator of Behavioral Health and Long Term Support (BH & LTS). Woodard explained changes. Motion by Pufahl/Richmond to approve changes to the job description for the Div. Adm. of BH & LTS as presented. Motion carried unanimously.

Division Administrator of Behavioral Health and Long Term Support replacement
Replacement request for a Division Administrator of BH &LTS. The position previously was held by Director Woodard, who provided an explanation of the specific requirements this position. This is a budgeted position. Motion by Gove/Richmond to approve the replacement of the Division Administrator of BH &LTS. Motion carried unanimously.

Social Worker replacement
Replacement request for a social worker. Vacancy occurred when an internal Social Worker accepted the position of Contract Liaison. Funding of the position is complex as it comes from several sources and was explained by Woodard and Cathy Karls, Assistant Comptroller. Motion by Richmond/Gove to approve the Social Worker replacement request at 37.5 hours per week.

Commission on Aging
Woodard discussed the hourly rate for Commission on Aging (COA) drivers. Currently the range is from $7.25 to $8.925 per hour and they would like to have one set rate. Request to increase COA drivers’ hourly rate to $9.00 per hour for 2012. Motion by Pufahl/Richmond to increase the hourly rate to $9.00 per hour for 2012. Future approval from the HR Committee will not be necessary as an increase would be part of the HHS annual budget request. Motion carried unanimously.
Chief Deputy Michael Babcock presented replacement requests for a Detective/Sergeant due to a resignation. The position will be filled by an internal promotion leaving a vacancy for Deputy Sheriff. Discussion. Motion by Gove/Richmond to approve replacement requests for 1 Detective/Sergeant and 1 Deputy Sheriff. Motion carried unanimously.

The Committee reviewed compensatory time balances.

2012 Budget
Lois Schepp, Comptroller, and County Board Chair Robert Westby explained the levy, fees, equity, tax rate, sales tax and other issues affecting the 2012 budget. Distribution and explanation of budget sheets.

Workers Compensation
Committee reviewed workers compensation information distributed by Shonna Neary. Discussion of claims, mod factor and claim liability duration. Motion by Pufahl/Gove to approve the Workers Compensation insurance budget Account 1970 for 2012. Motion carried unanimously.

2012 HR Budget
Review of goals and budget line items. Discussion
Motion by Pufahl/Martin to reduce Training/Conventions (533160) from $1,300 to $1,000. Motion carried unanimously
Motion by Richmond/Ford to reduce Advertising (533180) from $2,750 to $2,250. Motion carried unanimously.
Motion by Pufahl/Richmond to approve the 2012 HR (1431) budget as amended. Motion carried unanimously.
Motion by Pufahl/Richmond to approve the 2012 HR unemployment compensation (1432) budget. Motion carried unanimously.
Motion by Pufahl/Gove to approve the 2012 HR retirement pool (1433) budget. Motion carried unanimously.
Motion by Ford/Richmond to approve the 2012 Safety/Wellness (1271) budget. Motion carried unanimously.

HR budget hearing with the Finance Committee is scheduled for September 20, 2011 at 8:30 AM.

Grievances, Mediations, Arbitrations and Negotiations
An arbitration decision was recently received where the arbitrator ruled in favor of the County. The union requested that the employee’s name be redacted from the publicized document. Discussion. Motion by Gove/Richmond to not redact the name of the grievant. Motion carried unanimously.

Other grievances are still on file in HR. Requests were received to initiate negotiations with the 5 AFSCME contracts.

Closed Session
Motion by Pufahl/Richmond to convene in closed session at 12:18 PM pursuant to WI State Statutes Section 19.85(1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Employee Policies and Procedures Handbook.) Committee roll call was unanimous.

Open Session
Committee returned to open session at 1:34 PM.

Next Meeting Date
The next HR meeting will be Wednesday, October 5, 2011 at 9:00 AM. There will not be a September meeting.

Adjournment
Motion by Pufahl/Richmond to adjourn at 1:34 PM.

Respectfully submitted,

Barry Pufahl
Committee Secretary

Recording Secretary,

Jane Bescup
HR Program Coordinator

CC: HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Kurt Dey, Dawn Woodard, Sheriff Dennis Richards, Angela Hinze