HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, June 1, 2011  9:00 A.M.
Columbia County Annex  120 West Conant Street  Portage, WI 53901
(608) 742-9667  FAX (608) 742-9802  E-mail: human.resource@co.columbia.wi.us

These minutes have been officially approved by the Human Resources Committee.

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

Also Present
Joseph Ruf, Robert Westby, Andy Ross, Jane Kohlwey, Erik Pritzl, Sheriff Dennis Richards, Angela Hinze, Susan Moll, Lyn Jerde – PDR, Kevin Clougherty – M3

Agenda Approval
Motion by Pufahl/Richmond to approve the agenda as presented. Motion carried.

Minutes Approval
Motion by Gove/Ford to approve meeting minutes from May 4, 2011. Motion carried unanimously.

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

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District Attorney
District Attorney, Jane Kohlwey, presented a request for the replacement of a Legal Secretary in 2012. The vacancy occurred due to a retirement in March 2011. The 2011 DA budget was discussed and the reduction in hours proposed for the Victim Witness Coordinators did not occur because of anticipated savings from the scheduled retirement of a Legal Secretary. Kohlwey addressed current staff levels. Work assignments and job description will remain the same. No action was taken by the Committee and the request will be addressed at the July 6, 2011 HR Committee meeting when all 2012 position requests are considered.

Health & Human Services

Elderly Benefit Specialist (EBS)
Review of revisions to the Elderly Benefit Specialist job description. Discussion. Motion by Pufahl/Richmond to approve the job description for the EBS as presented. Motion carried.

Economic Support Specialist (ESS)
Replacement request to begin recruitment for Economic Support Specialists. The process will involve posting, advertising if necessary and testing. A total of 3 ESS vacancies occurred through retirements and internal postings. A decision from the State on the future of County Income Maintenance programs will be forthcoming and planning for changes will prepare Columbia County to play a key role based on the State’s decision. Motion by Richmond/Gove to start the process to fill the ESS positions with hiring based on the State’s decision. Motion carried unanimously.

Health and Human Services Director (HHSD)
The job description for the HHS Director will be reviewed by Erik Pritzl and HHS Committee Chair Dr. Timothy O’Neil. The revised description will be reviewed and approved at the July HR meeting. Erik Pritzl submitted his resignation and has accepted the HHS Director position with Dodge County.

Economic Support Specialist (ESS)
Erik Pritzl, HHS Director, requested ESS compensatory time payout for hours worked in excess of 40 hours worked per week. Payout of the compensatory time would be based on budget savings from staff shortages. Motion by Pufahl/Richmond to approve accrual of compensatory time by ESS employees, not to exceed 24 hours per month, on hours accumulated after June 1, 2011. The HR Committee will consider employee requests for compensatory time payouts at future HR monthly meetings. Motion carried unanimously.

Public Health Nurse
The Limited Agent State grant was received which funds part of a PHN position. The grant dollars fund the contract with the County to provide sanitary inspections. An increase of 85 hours in the amount of $3,664.35 from July 1 – December 31, 2011 will be received. The State’s fiscal year is July 1 – June 30. Motion by Richmond/Ford to approve and accept the grant dollars. Motion carried.
Registered Dietetic Technician
The position works 20% for Commission on Aging (COA) and 80% with Women, Infants & Children (WIC). The WIC grant will be reduced based on enrollment. Discussion. The position will have a decrease in hours from full time 37.5 hours per week to 90%, a savings of $2,674.42. Motion by Richmond/Ford to approve the reduction in hours for the Registered Dietetic Technician from full time to 90%. Motion carried.

Sheriff
Replacement of 2 Jailer positions was presented by Sheriff Richards. Vacancies are being covered by overtime. The hiring will be done from a previous recruitment and testing list. Motion by Pufahl/Richmond to approve the replacements of 2 Jailer positions. Motion carried.

County Clerk
Sue Moll, County Clerk, requested replacement of a Constitutional Office Deputy (COD) in the County Clerk’s Office due to a resignation. The 2011 budget cut this position from full time to part time but an increase in voter registration fees provided enough revenue to keep the position full time. It is unclear how this position will be funded in the 2012 budget. Discussion. Motion by Pufahl/Gove to approve the replacement request to hire full time for the COD. Motion carried.

Closed Session
Motion by Martin/Pufahl to convene in closed session at 10:03 AM in accordance with WI State Statute Section 19.85(1)(c) (f). Committee roll call was unanimous.

Open Session
The Committee returned to open session at 10:27 AM. Committee roll call was unanimous.

Human Resources
2012 Employee Health Insurance
Kevin Clougherty, Mortenson, Matzelle & Meldrum (M3) distributed information and gave a presentation on the changes to health insurance, effects of Federal Health Care Reform and WI Budget Repair Bill – Act 10. Alternative health insurance options for 2012 were discussed and will continue to be examined.

Mandated Human Resources activities
Functions of the HR Office that are required and regulated by law were presented by Joe Ruf. Compliance issues, State Budget Repair Bill effects, benefit management and revenue were discussed.

Grievances, Mediations, Arbitrations and Negotiations
Several grievance arbitration hearings are scheduled toward the end of the month. There have not been any negotiation requests submitted.

Review of Department activities and budget
The department is processing retirements/resignations and hiring approvals for recruitment to fill the vacancies.

Next Meeting Date
The next HR meeting will be Wednesday, July 6, 2011 at 9:00 AM.

Adjournment
Motion by Pufahl/Gove to adjourn at 12:02 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, Sheriff Dennis Richards, Erik Pritzl, Jane Kohlwey