HUMAN RESOURCES COMMITTEE MEETING MINUTES  
Wednesday, January 6, 2010   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 A.M. The meeting was properly noticed and published.

Members Present  
Susan Martin, Neil Ford, Dr. Curtis, Doug Richmond

Excused  
Brian Landers

Also Present  

Agenda Approval  
Motion by Curtis/Richmond to approve agenda as presented. Motion carried unanimously.

Minutes  
Motion by Curtis/Richmond to approve meeting minutes from the December 2, 2009. Motion carried unanimously.

Expenditure Report  
Motion by Curtis/Ford to approve Governing Committee Expenditure Report as presented. 
Discussion. Motion carried unanimously.

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Land Information  
Kristen Anderson, Land Information Director, submitted a replacement request for a budgeted GIS Specialist. Discussion of job responsibilities, technology/software used, skills required, sharing position between departments, restructuring of several departments and future staff. Motion by Richmond/Ford to approve the replacement request. Motion carried but not unanimously.

Accounting  
Lois Schepp, Comptroller, discussed a personal leave request submitted by an employee under her supervision. FML will be depleted in mid January; the request is for a personal leave until April 7, 2010. Motion by Ford/Curtis to approved the request for a personal leave until April 7, 2010. Motion carried unanimously.

Donated sick time is being requested for an employee once accrued benefits are exhausted. The sick leave will be solicited through a posting that is placed in an employee area that cannot be accessed by the public, such as a break room. The donation form is available on ccweb under Human Resources/Forms/Accrued Sick Leave Donation Form. The employee donating time completes the form and forwards to the Human Resources office for payroll deduction from their sick leave balance.

Grievances  
Four (4) grievances were presented to the Committee for action presented by AFSCME representative Neil Rainford.

Professional Union AFSCME Local 2698-A, Social Worker Layoff  
The layoff resulted from WI Care no longer contracting with Columbia County for case managers. Employee requesting to bump based on seniority within the Professional union in a different classification. WI State statutory rights of Elected Officials discussed. Union dispute is based on seniority factor to protect the employee. Motion by Richmond/Ford to deny grievance based on the opinion rendered by the State of WI Department of Justice Victim Services Director. Motion carried unanimously.

Non-Sworn AFSCME Local 2698-C, Secretary Layoff  
Position was eliminated as a consequence of restructuring to meet financial accountability requirements. Employee bumping rights recognized only within Secretary classification as Jailer and Dispatcher positions require State Civil Service exam, training hours and certification. Employee took typing test established to verify qualification when bumping or transferring position and did not meet the requirements. Union requesting employee is reinstated immediately with retro pay for the days not worked since December 31, 2009. Motion by Ford/Curtis referring the grievance to the Finance Committee to address the concerns related to the situation. Motion carried unanimously.
Non-Sworn AFSCME Local 2698-C, Group Grievance
Grievance filed for improper procedures when laying off employee and in preparing employee to perform the job. Union stressed the principal protection of seniority as an important right and promise. Discussion of layoff and bumping process, qualifications, hiring process, testing, technology changes/modifications and expectations/requirements to adapt to change. Motion by Richmond/Ford to deny grievance regarding elimination of a Non Sworn Secretary approved through the annual budget by the authority of the County Board of Supervisors. Motion carried unanimously.

Professional AFSCME Local 2698-A, Dismissal
Employee discharged for absenteeism. Union contests discharge was without reason. Discussion. Motion by Ford/Curtis to deny grievance.

Human Resources

Compensatory time review
Quarterly review and discussion of compensatory time over 80 hours.

Replacement request process
Currently Department Heads are required to seek approval from the Governing Committee, Executive and Human Resources before the process can begin. Approval and authorization of the replacement request process should serve a purpose in determining the need to refill a budgeted vacancy. The concern was raised that approval is routine and with the current economic conditions, it is recommended that the process should involve a more stringent impartial review.

Department Head performance Planning Guide
Final review will take place at the March 2010 Governing Committee meetings. Chair Martin stressed the process should be on helping Department Heads and not on making the Committee look good. The Human Resources Office will request feedback on the form separating Department Head and Committee comments. The item will be placed on the Governing Committee agendas for the February or March meetings.

Human Resources update of negotiations, grievances, arbitrations and department activities
Information relayed on HR office related activities. Arbitration awards have been received on some of the recent hearings but most remain outstanding. Grievances continue to be filed for processing. Final offers for the 2009 contracts have been submitted and the Negotiating Committee will meet to review them on January 20, 2010. The Highway back pay for 2009 based on the 2008 wages will be processed and received January 29, 2010.

Next Meeting Date
The next HR meeting was tentatively set for Wednesday, February 3, 2010 at 9:00 AM.

Adjournment
Meeting was adjourned at 12:45 PM.

Respectfully submitted,                      Recording Secretary,

Douglas Richmond                                     Jane Bescup
Committee Vice Chair                                  HR Program Coordinator

cc: HR Committee, County Board Chair Debra Wopot, Vice Chair Robert Westby, Joseph Ruf, County Clerk,
Sheriff Richards, Erik Pitzl, Kristen Anderson, Lois Schepp