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

Call To Order  
Committee Chair Debra Wopat called the meeting to order at 9:00 A.M.

Members Present  
Debra Wopat, Andy Ross, Robert Westby, Dr. J. Robert Curtis, Timothy O’Neil

Also Present  
Joseph Ruf, Susan Martin, Harlan Baumgartner, Sheriff Steve Rowe, Captain
Darrel Kuhl, Susan Raimer, Sandra Roberts, Gretchen Halvorsen

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

Minutes  
Minutes reviewed from the December 7, 2005 meeting. Motion by Curtis/Ross to approve minutes as presented. Motion carried unanimously.

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

Sheriff  
Jail Secretary-Booking  
Sheriff Steve Rowe discussed the changes to the job description for the Jail Secretary-Booking position. Motion by Westby/Curtis to approve the job description with amended educational requirements to match the Sheriff Secretary job description. Motion carried unanimously.

Deputy Sheriff  
Replacement request for a deputy sheriff due to a termination based on an arbitration decision on residency requirements. Motion by Ross/Westby to approve replacement request of a deputy sheriff position. Motion carried unanimously. Approval will be sought from Judiciary and Executive Committees.

Jail Nurse and Health Care Service Administrator  
A job description was presented and reviewed. Sheriff Rowe discussed the specific needs in corrections Health Care and preferred qualifications of staff. Health Care Staff for 2006 will include the county funded full time Jail Nurse and Health Care Service Administrator position with outside contracts providing 2 part time staff and a Medical Doctor. After discussion it was concluded the job description would be revised and reviewed/approved at a meeting prior to County Board. The pay range to be set in Grade 10 of the Non-Union payscale.

Clerk of Court  
Clerk of Court, Susan Raimer, had a Columbia County resident approach her about volunteering. The individual had worked in the legal profession for a Madison law firm. Discussion of volunteer activities that could be performed. Specific projects on trial a basis could be scheduled with the coordination of the Clerk of Court and Joe Ruf, Human Resources Director/Corporation Counsel and approval of the Judiciary Committee. It was recommended Human Resources should do a background on the volunteer.
Health & Human Service

Sandra Roberts, HHS Director, discussed the position of Switchboard Operator/Receptionist/Postal Clerk at Health & Human Service. The vacancy occurred as the result of an employee signing a union posting transferring to another department. The Health & Human Service Department is investigating the opportunity to install an automated switchboard system. The county already possesses the necessary equipment for automation. Discussion. The position being vacated, Switchboard Operator/Receptionist/Postal Clerk, will not be replaced. Motion by Curtis/O’Neil to approve the hiring of a Clerk Typist II. Motion carried unanimously. Approval will be necessary from the Executive and Health and Human Service Committees.

Human Resources

The Sheriff SWORN unit has chosen the option to change the administrator of their Post Employment Health Plan (PEHP). This will be done at no cost to the county. The provider, Retirement Plan Advisors, also offers a Deferred Compensation program which they would like to make available. Columbia County has offered an optional Deferred Compensation benefit for many years through one company and it was decided multiple providers offering the same benefit would not be advisable. Grievances/Mediations/Negotiations

Joe Ruf updated the committee on the Sheriff SWORN arbitration decision, in which the County successfully defended the residency requirement for deputy sheriffs. The grievant was terminated upon receiving the decision. Highway employee reinstated in an unpaid status through arbitration decision with specific requirements to be met by target deadline or employee will be terminated. Pending grievances and arbitrations discussed. There haven’t been dates scheduled for Highway, Health Care Center, and Non-Sworn contract arbitrations.

Group Health Trust

Andy Ross discussed the GHT 2006 budget and updates to the insurance plan including contract renewal with Midwest Security Administrators (MSA) to continue as the claims administrator. A DVD will be made available on wellness issues, with additions on alcohol, drugs and mental health issues. Implementation of savings options will be discussed at the next GHT board meeting.

Closed Session

Motion by O’Neil/Westby to go into closed session at 11:20 AM for annual evaluation of Human Resources Director. Roll call was unanimous.

Open Session

Motion by Ross/O’Neil to return to open session at 11:41 AM. Roll call unanimous.

Meeting Date

The Human Resources Committee will not meet in February but will met on Wednesday, March 1, 2006.

Adjournment:

Motion Westby/Curtis to adjourn at 11:44 AM

Respectfully submitted,

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Andy Ross                      Jane Bescup
Secretary                        HR Program Coordinator

cc: HR Committee members, Chair Martin, Vice Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Sheriff Rowe, Captain Darrel Kuhl, Sandra Roberts, Gretchen Halvorsen and Susan Raimer