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

<table>
<thead>
<tr>
<th>Call To Order</th>
<th>Committee Chair Debbie Wopat called the meeting to order at 9:04 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members Present</td>
<td>Daniel See, Andy Ross, Robert Westby, Dr. Robert Curtis</td>
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<tr>
<td>Also Present</td>
<td>Joseph Ruf, Susan Martin, Jon Hochkammer – WCA, Sandra Roberts, John Hartman, Sheriff Rowe, Kurt Calkins, Lisa Walker</td>
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<tr>
<td>Agenda Approval</td>
<td>Motion by Curtis/Westby to approve the agenda postponing discussion of Waddell &amp; Reed. Motion carried unanimously.</td>
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<tr>
<td>Minutes</td>
<td>Minutes reviewed from December 1, 2004. Motion by Westby/Curtis to approve committee meeting minutes. Motion carried unanimously.</td>
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<tr>
<td>Expenditure Report</td>
<td>Motion by Curtis/Ross to approve Governing Committee Expenditure Report as presented. Motion carried unanimously.</td>
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**WI Counties Association (WCA)**

Jon Hochkammer, WCA Director of Operations, spoke about the increase of membership, number of individuals covered, reserve funds and Columbia County plan(s). Discussion of impact on claims and possible savings due to changes implemented August 1, 2004 in the county’s insurance plan.

**Health & Human Service**

Sandra Roberts, HHS Director, requested to extend hours for Public Health Nurses through 2 grants received. Objectives and goals were discussed. Motion by Curtis/Westby to approve the acceptance of a bio-terrorism CDC Health Alert Network grant for $18,980.00 and Child with Special Health Care Needs for $4,000.00.

The Division Administrator for Economic Support submitted her resignation because she is relocating. The replacement will need to be approved by the Health & Human Service and Executive Committees. Discussion. Motion by Ross/Westby to approve replacement of the position. Changes to the job description will be made by eliminating reference to W-2 which is no longer performed by the agency. Motion carried unanimously.

**Management Info Services**

John Hartman, Director of MIS, requesting appointment of a current employee to the position of Infrastructure Support Specialist I to better reflect what his job duties entail. The funding for the position will come from budgeted dollars for the Office Support Specialist and IT consulting services. The MIS, Executive and Finance
Committees need to approve. Discussion. Motion by Ross/Curtis to support the proposed change with the understanding that dollars from the MIS budget for IT consulting services will fund the additional expense. The Office Support Specialist position will not be refilled at this time. Motion carried unanimously.

**Sheriff**

Sheriff Rowe is requesting reclassification of a deputy to Sergeant. The Pardeeville Contract was signed with the stipulation a Sergeant be assigned to Pardeeville, paid by the village. The Sheriff’s department is down one budgeted Sergeant due to the Pardeeville assignment. The Sheriff has the authority to appoint Sergeants. The request will be presented for approval to Judiciary with Finance Committee advised of the situation. Motion by Westby/See to allow the Sheriff to appoint a Sergeant which is part of the 2005 Sheriff’s budget.

**Land & Water Conservation**

Kurt Calkins, L&W Director, discussed programs administered and funding sources. Requesting to hire a project position at $12.00 per hour for approximately 1400 hours annually. The position would be funded through the Conservation Reserve Enhancement Program supplemented by an interest bearing account held by the department for water shed projects. Discussion. The request will be presented to the Finance and Executive Committees. Motion by Ross/Westby to approve a project position at $12.00 per hour funded by grant dollars and currently budgeted money. Motion carried unanimously.

**Register of Deeds**

Lisa Walker, Register of Deeds, requesting a change in the Clerk Typist job description typing speed. Discussion. Motion by Westby/Curtis to approve a change reflecting the ability to accurately type a minimum of 45 words per minute. Motion carried unanimously.

**Grievances, Arbitrations & Negotiations**

Joseph Ruf updated the committee on the grievances and arbitrations pending. Negotiations are progressing with the Public Health Nurses and a tentative agreement is being drafted. The Sheriff’s Sworn contract negotiations are scheduled for January 26, 2005.

**HR Director**

The annual evaluation will be completed by the Judiciary Committee this year for Joe since his dual role of Corporation Counsel/HR Director has been effective for a short time. Discussion. The Corporation Counsel and HR Office will be merging but remodeling has not started. Discussion.

**Asst Corporation Counsel**

Dawn Marquardt has accepted the position of Assistant Corporation and will start on January 24, 2005. She will be introduced to the County Board at the January meeting.

**Compensation**

Carlson Dettman reviewed compensation for the merged positions of Corporation Counsel (CC) and Human Resources Director (HR). Discussion.

**Closed session**

Motion by Westby/Curtis to go into closed session. Roll call was unanimous. Committee voted to go into closed session at 11:33 AM. Andy Ross was not present as he had to leave early.
Motion by Curtis/Westby to reconvene in open session. Committee voted to return to open session at 11:45 AM. Role call was unanimous.

Motion by Westby/See to establish Range 21 which will remain vacant and Range 22 which will be the compensation Range for this position. Recommendation to have Joe placed on Step 6. Motion carried unanimously.

The Human Resources Committee will not meet in February, the next meeting will be Wednesday, March 2, 2005. The time of the meeting will be determined by the agenda items.

Motion Westby/ Curtis to adjourn at 12:15 P.M.

Respectfully submitted,

Andy Ross
Secretary

cc: HR Committee members, Joseph Ruf, County Clerk, Corporation Counsel, County Board Chair Susan Martin, County Board Vice Chair Harlan Baumgartner, Sandra Roberts, Lisa Walker, John Hartman, Sheriff Steven Rowe, Kurt Calkins