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

<table>
<thead>
<tr>
<th>Call To Order</th>
<th>Committee Chair Debra Wopat called the meeting to order at 9:04 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Members Present</td>
<td>Debra Wopat, Dr. J. Robert Curtis, Timothy O’Neil, Andy Ross (left early)</td>
</tr>
<tr>
<td>Excused absent</td>
<td>Robert Westby</td>
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<tr>
<td>Also Present</td>
<td>Joseph Ruf, Susan Martin, Sheriff Steve Rowe, Chief Deputy Mike Babcock, Kathy Koenecke, Marc Playman, T.O. Boge, Kurt Dey, Jeanne Miller, John Stott, Rick Wendt, David White-AFSCME</td>
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</table>

| Agenda Approval | Motion by Ross/Curtis to approve the agenda as presented. Motion carried unanimously. |
| Minutes | Minutes reviewed from the January 4, 2006 meeting. Motion by Ross/O’Neil to approve minutes as presented. Motion carried unanimously. |
| Expenditure Report | Motion by Curtis/Ross to approve Governing Committee Expenditure Report as presented. Motion carried unanimously. |

**Health & Human Service**

Kathy Koenecke, Division Administrator of Child Protective Services (CPS), requested replacement of a social worker in the CPS Division due to a resignation. Discussion. Motion by Curtis/O’Neil to approve the replacement request pending approval of the Health and Human Service and Executive Committees. Motion carried unanimously.

**Sheriff**

*Deputy Sheriff*
Sheriff Steve Rowe requesting to replace a deputy due to a retirement. The Sheriff will work from a current eligibility list. Motion by Ross/O’Neil to approve the replacement request pending approval from Judiciary and Executive Committees. Motion carried unanimously.

*Jailer*
Replacement request for a Jailer due to a resignation. The Sheriff will work from a current eligibility list. Discussion. Motion by O’Neil/Curtis to approve replacement pending approval from Judiciary and Executive Committees. Motion carried unanimously.

*Emergency Management Director*
The Sheriff discussed a proposal to revise the position of Emergency Management Director from part time to full time. The current status and responsibilities of this position and the office were discussed. The proposal will be considered in the 2007 budget process.

**County Clerk**

Revisions to job descriptions for the County Clerk’s Office were presented and reviewed. Discussion. Motion by Ross/Curtis to approve the Chief Deputy job description with recommended changes. Motion approved unanimously. Motion by O’Neil/Curtis to approve the Constitutional Office Deputy job description with recommended changes. Motion approved unanimously.
**Highway**

*Personal Leave Request*
A Highway employee has depleted 12 weeks of Family Medical Leave. Columbia County designated the rotation method to calculate employee FML, employee’s 12 weeks of FML is calculated from the date the leave begins through the same date the following year. Personal leave is addressed in the Columbia County Policy and Procedures Manual. Employees without accrued benefits while on approved personal leave must cover the entire cost of their benefits (total cost of health insurance premium, life insurance, etc). Discussion. Leaves granted are established with a specified return date. If an employee requires additional leave beyond the identified date, then the employee must submit a second request. Motion by O’Neil/Curtis to approve a personal leave as requested from January 17, 2006 through March 20, 2006. Motion carried unanimously.

*Grievance – Donated sick time*
David White, AFSCME representative, presented a grievance in which donated sick time was denied to an employee who depleted 12 weeks of Family Medical Leave and used all accrued benefits. The Highway contract contains a Side Letter Agreement for Donation of Sick Leave that defines donation eligibility in terms of “extraordinary circumstances”. The employee in the current grievance received 178 hours of donated sick time for an unrelated leave within the last 6 months. An arbitration hearing in a prior donated sick leave grievance filed by the Highway Union was held on January 19, 2006. Review and discussion. Motion by Curtis/O’Neil to deny request for donated sick time. Motion carried unanimously.

*Grievance – CDL endorsements*
David White, AFSCME representative, discussed the increased cost of CDL endorsement H (hazardous), a requirement for highway personnel. Article 17 of the Highway Contract addresses employer reimbursement for renewal of required Class A CDL and endorsements. Definition of the H endorsement was discussed. The Highway vehicles will display the hazardous plaque, which will require the operator to have the endorsement. The requirement consists of a background check and finger printing completed by a Homeland Security approved vendor, which does not include local law enforcement agencies. The cost is approximately $100.00 per employee and is currently required every 4 years. Discussion. Motion by Curtis/O’Neil to approve reimbursement for current employees when obtaining the required hazardous endorsement related to the mandatory CDL licensure. New hires will be required to obtain and pay for the mandatory licensure and endorsements during probationary period. Motion carried unanimously.

**Human Resources**

*Medical Examiner*
Discussion of the option to replace the elected position of Coroner with a Medical Examiner. The decision to change the position must be done prior to the deadline for filing nomination papers for the November 2006 election. The County has no authority to change a Constitutional office after an election. The Coroner’s term will increase from a 2 years to 4 years following the next election. 21 of Wisconsin’s 72 counties have already made the change to a medical examiner. Medical Examiner services for several counties could be combined as an alternative to save money. The Columbia County Board of Supervisors would have to approve this change through a Resolution. Discussion. The item will be placed on the March agendas for the Judiciary and Executive Committees.
**Intellectual Property Policy**

Approval of a resolution developed by the Executive Committee with input from Finance Committee and departments working with Intellectual Property. Discussion. Motion by O’Neil/Curtis to send the resolution to the County Board for approval and implementation into the Policy and Procedures Manual. Motion carried unanimously.

**Hiring Analysis Form**

Move the statement permitting continuation of hiring from the front of the form that is completed by the Department Head to the Committee approval section to specify consent of the Governing Committee. Motion by Curtis/O’Neil to approve the change in the form as discussed. Motion carried unanimously.

**Annual Report**

Joseph Ruf presented the Human Resources Annual report. Discussion. Motion by Curtis/O’Neil to approve annual report with changes. Motion carried unanimously.

**Grievances/Mediations/Negotiations**

Joseph Ruf updated the committee on unit clarification decisions that have been implemented. Ruf explained the process and ongoing meetings necessary to establish a wage schedule for the non represented employees who will be accreted into the Professional Union. Ruf provided a brief update of the outstanding grievances, union contract mediations, arbitrations filed and arbitration decisions pending. It is likely all 7 union contracts will be open in 2006, 4 contracts will reopen and 3 remain unsettled.

**Meeting Date**

Human Resources Committee will meet Wednesday, April 5, 2006 at 9:00 AM.

**Adjournment:**

Adjournment was at 12:40 PM

Respectfully submitted,

_____________________________     __________________________

Andy Ross                      Jane Bescup

Secretary                        HR Program Coordinator

cc:  HR Committee members, Chair Martin, Vice Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Sheriff Rowe, Sandra Roberts, Kurt Dey, Jeanne Miller, Marc Playman, David White-AFSCME