Call To Order  
Committee Chair Debra Wopot called the meeting to order at 9:02 A.M. The meeting was properly noticed and published.

Members Present
Debra Wopot, Barry Pufahl, Neil Ford, Doug Richmond, Dr. Curtis

Also Present
Joseph Ruf, Andy Ross, Jane Kohlwey, Amy Yarmiska, Erik Pritzl, Patrick Beghin, John Hartman, Sheriff Dennis Richards, Michael Babcock, Kim Hurtz (AEGIS)

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

Minutes
Minutes reviewed from meetings on January 2, 2008 and January 16, 2008. Motion by Pufahl/Curtis to approve minutes as submitted. Motion carried unanimously.

Expenditure Report
Motion by Pufahl/Richmond to approve Governing Committee Expenditure Report as presented. Motion carried unanimously.

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District Attorney
Jane Kohlwey, District Attorney, requested replacement of a Victim Witness Coordinator due to a resignation. State funding reimbursement is received for 52-53% of the cost of the full time position. There will not be changes to the job description. Discussion. Due to County budget concerns it was recommended that approval be sought from the Finance Committee. Motion by Pufahl/Richmond to recommend that the committee forward the request to the Executive Committee. Motion carried unanimously.

MIS
John Hartman, MIS Director, requested approval of revisions to the Application Manager job description. Changes reflect the security elements required by HIPAA. Motion by Curtis/Ford to approve acceptance of changes to the job description. Motion carried unanimously.

Health & Human Service
Erik Pritzl, HHS Director, requested an increase in hours for the Juvenile Restitution Coordinator position. Grant money covers the 4.5 hr/wk increase (total of 27 hrs/wk). Discussion. Motion by Curtis/Richmond to approve the grant funded increase in hours for this position. Motion carried unanimously.

Replacement request for the Director of Aging and Disability Resource Center (ADRC) and Commission on Aging (COA) due to the retirement of Dennis Wittig. An explanation of funding was provided. Motion by Curtis/Richmond to approve the replacement request. Motion carried unanimously.

Emergency Management
Patrick Beghin, EM Coordinator, asked the committee to review his vacation allocation due to his change in status from sworn union employee to non-union EM Coordinator. An explanation was given of the difference between when vacation is received for regular employees and Sheriff’s employees. Discussion. Motion by Richmond/Ford to credit Beghin 67 hours of vacation immediately. His future annual vacation accrual (160 hours in 2008) will be received on his anniversary date of hire with the county. Motion carried unanimously.
Sheriff

Retiring 22 year employee requested review of vacation balance alleging that 9 days were not received at retirement in 2008 due to the vacation structure when he began employment with the Columbia County Sheriff’s Office in 1985. Discussion. Tabled until a later date, HR will contact the WPPA union representative to discuss.

Health Care Center

Amy Yamriska, Administrator of CHCC, discussed the challenges of recruitment in hiring a Director of Nursing (DON). One of the issues in attracting a qualified candidate is a competitive salary. Currently CHCC is contracting to comply with the requirement to have a DON at the facility. Discussion. Motion by Pufahl/Richmond to negotiate outside of salary range for a DON as long as the CHCC can find the funds to pay for the additional cost. The contingent requirement is that the Administrator’s salary also be reviewed to ensure that there is a significant enough difference in the salary range to prevent wage compression between the DON and Administrator. Motion carried unanimously.

Health Insurance

Kim Hurtz, VP of Sales for AEGIS Corporation, distributed and discussed information on the County’s health insurance providing comparables and options to reduce costs.

Human Resources

The committee reviewed the 2007 HR annual report. Discussion. Motion by Richmond/Ford to approve annual report. Joe Ruf updated the committee on grievances, arbitrations and negotiations. Discussion of structure of employee evaluations will continue to be reviewed in later meetings.

Meeting Date

The next HR meeting is schedule for Wed., April 2, 2008 at 9:00 AM.

Adjournment

Motion by Richmond/Ford to adjourn at 12:15 P.M. Motion carried unanimously.

Respectfully submitted,

Doug Richmond
Secretary

Recording Secretary,

Jane Bescup
HR Program Coordinator

cc: HR Committee, Chair Baumgartner, Joseph Ruf, County Clerk, Jane Kohlwey, John Hartman, Amy Yamriska, Erik Pritzl, Patrick Beghin, Sheriff Dennis Richards