HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, April 2, 2008    9:00 A.M.
Columbia County Annex    120 West Conant Street    Portage, WI 53901
(608) 742-9667    FAX (608) 742-9802
Email: human.resource@co.columbia.wi.us

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. The meeting was properly noticed and published.

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

Also Present
Joseph Ruf, Amy Yamriska, Erik Pritzl, Patrick Beghin, Sheriff Dennis Richards, Michael Babcock, Gary Anderson (WPPA representative)

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

Minutes
Minutes reviewed from meetings on March 5, 2008 and March 19, 2008. Motion by Curtis/Richmond to approve minutes as submitted. Motion carried unanimously.

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

PERSONAL LEAVE REQUEST
Sheriff Richards presented a personal leave request on behalf of a Jailer who may exceed the 12 week/480 hour Family Medical Leave. Discussion. Motion by Pufahl/Curtis to approve the personal leave should the employee not receive a physician’s release to return to work prior to the end of FML. The committee requests review at the May HR meeting to establish a date for return to work. Motion carried unanimously.

VACATION PAYOUT
Gary Anderson, WPPA, discussed Deputy Sheriff vacation allocation. The process is being questioned in connection with a retiring employee who claims vacation was not received until earned prior to 1991 and is requesting compensation for additional vacation. Review of records by WPPA from bargaining sessions does not provide enough accurate information on how the change was handled. Joseph Ruf detailed the change in how vacation was received. Previously Sheriff’s Office employees received their annual vacation on their date of hire anniversary. Sometime between 1991 and 1994 vacation was “front loaded” which gave annual vacation to employees January 1st. The agreed upon structure was implemented to simplify annual vacation sign up through the annual October posting when vacation picks are made by seniority providing an annual calendar benefiting both the employer and the employee. There was an example distributed of how payouts are calculated at employment termination.

CLOSED SESSION
Supervisor Pufahl made a motion to go into closed session pursuant to WI State Statutes S. 19.85 (1)(b)(c)(e). Second by Supervisor Ford. Roll call of committee was unanimous to convene in closed session at 9:32 AM

OPEN SESSION
Committee convened in open session at 9:50 AM. Motion by Richmond/Pufahl to deny request because there are no longer records to determine if vacation carry over was lost in the transition to front loading vacation implemented for scheduling purposes. Motion carried unanimously.
EMERGENCY MANAGEMENT
Motion by Pufahl/Curtis to reconsider the March 5, 2008 decision to credit Patrick Beghin, EM Coordinator, 67 hours of vacation. Motion carried unanimously. Pat will receive his annual vacation on August 19, his anniversary date of hire.

Health & Human Service
PUBLIC HEALTH NURSE
Erik Pritzl, HHS Director, requested replacement of a Public Health Nurse due to a retirement. There were changes made to the job description. Motion by Curtis/Ford to approve changes to the job description. Motion carried unanimously. Discussion. Motion by Curtis/Pufahl to continue the hiring process to refill positions to current staff levels. Motion carried unanimously.

SOCIAL WORKER
Explanation by Erik Pritzl of social worker positions at Health and Human Services affected by the changes in the Department with implementation and revisions to programs. 1 position will not be refilled but he is requesting to refill 1 social worker in the Division of Behavioral Health and Long Term Support vacated by an internal promotion. The social worker will be responsible for case management of Community Options Program and private pay clients. Motion by Richmond/Curtis to refill 1 social worker position. Motion carried unanimously.

COMPENSATORY TIME PAYOUT
Discussion of employees who are carrying over 80 hours of compensatory time, which is the accrual limit set forth in the Policy and Procedures Manual Section 7.06 Classification and Compensation Plans (7)(d). Discussion. The HR Committee referred this to the Finance Committee to determine the fiscal consequences.

Elected Officials
The County is required to set the salaries for Elected Officials holding the offices of County Clerk, Treasurer and Register of Deeds. These positions will be serving a 4 year term. Discussion. Motion by Pufahl/Richmond to recommend the salary structure as presented to the Finance Committee. Motion carried unanimously.

Human Resources
RESOLUTION- Increasing sick leave payout for Non-Represented Employees
A resolution to amend the Policy and Procedures Manual was presented for review to consider increasing the Non-Union sick leave payout from 70% to 90%. Information was distributed for internal comparables of payouts. Discussion. Motion by Pufahl/Ford to approve resolution with amended language that meets the new fiscal requirements and forward to the Finance Committee for approval. Motion carried unanimously. The HR Committee will meet before County Board on April 15, 2008 for final approval and to obtain signatures.

APPLICATIONS
HR will encourage applicants to apply on line when possible. The state is no longer printing the Law Enforcement application and the County’s application supply is dwindling.

HEALTH CARE CENTER
Amy Yamriska, Administrator of CHCC, discussed the challenges of recruitment in hiring a Director of Nursing (DON). A proposed salary adjustment for the DON and Administrator at the Health Care Center was discussed. Motion by Pufahl/Curtis to recommend these changes to the Finance Committee for approval.
GRIEVANCE & ARBITRATIONS
Seven (7) Highway arbitrations were heard and resolved on March 31, 2008. Two (2) additional arbitrations are scheduled for April 8, 2008 filed by Non-Sworn and Health Care Center employees.

NEGOTIATIONS
The Non-Sworn union and negotiating committee will be meeting for another mediation session on April 18, 2008.
Joe Ruf updated the committee on department activities and events that occurred since the last meeting.

Meeting Date
The next HR meeting is schedule for Wednesday, May 7, 2008 at 9:00 AM.

Adjournment:
Motion by Richmond/Ford to adjourn at 12:05 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, Amy Yamriska, Erik Pritzl, Patrick Beghin, Sheriff Dennis Richards, Gary Anderson (WPPA)
HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, April 15, 2008    9:10 A.M.
Columbia County Chairman’s Office
Carl Frederick Administration Building   Portage, WI  53901
(608) 742-9667    FAX (608) 742-9802
email: human.resource@co.columbia.wi.us

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

Call To Order
Committee Chair Debra Wopat called the meeting to order at 9:10 A.M.

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

Resolution
Amend Section 7.23(g)(4) of the Personnel Policies and Procedures Manual to increase the accumulated sick leave payout for non represented employees who terminate from the service of the employer through retirement or death from 70% to 90%. Motion by Curtis/Richmond to approve the resolution and forward to the County Board of Supervisors for approval. Motion carried unanimously.

adjournment:
Motion by Pufahl/Ford to adjourn at 9:11 AM

Respectfully submitted,

[Signature]

Doug Richmond
Secretary

cc: HR Committee members, Chair Harlan Baumgartner, Joseph Ruf, County Clerk
HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, April 15, 2008
Columbia County Supervisors Board Meeting
Carl Frederick Administration Building  Portage, WI  53901
(608) 742-9667    FAX (608) 742-9802
email:  human.resource@co.columbia.wi.us

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

Call To Order
Supervisor Susan Martin called the meeting to order.

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

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Committee election

Motion by Supervisor Neil Ford to nominate Supervisor Susan Martin as Chair of the Human Resources Committee, second by Supervisor Brian Landers. Motion carried unanimously.

Motion by Supervisor Dr. J. Robert Curtis to nominate Supervisor Douglas Richmond as Vice Chair of the Human Resources Committee, second by Supervisor Brian Landers. Motion carried unanimously.

Motion by Supervisor Neil Ford to nominate Supervisor Brian Landers as Secretary of the Human Resources Committee, second by Supervisor J. Robert Curtis. Motion carried unanimously.

Committee will continue to meet on the first Wednesday of each month at 9:00 AM.

Respectfully submitted,

Brian Landers
Secretary

cc: HR Committee members, Chair Debra Wopat, Joseph Ruf, County Clerk