HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, April 4, 2007 1:00 P.M.
Gibralter Rock Room, Annex Building Lower Level
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 1:00 P.M.

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

Also Present
Joseph Ruf, Lois Schepp, Sheriff Dennis Richards, Erik Pritzl, Susan Raimer, Kurt
Dey, T.O. Boge, Lisa Walker, John Bluemke, David White – AFSCME, Nancy
Meekma, Tim Schulenburg, Mike Arndt, Tom Jones

Agenda Approval
Motion by Richmond/Pufahl to approve agenda as submitted. Motion carried
unanimously.

Minutes
Minutes reviewed from the March 7, 2007 regular meeting and March 21, 2007
meeting before County Board. Motion by Curtis/Ford to approve minutes as
presented. Motion carried unanimously.

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

Register in Probate
Replacement of the Register in Probate (RIP), due to the retirement of Joan Maxwell,
was discussed. The procedure for hiring was explained by Joe Ruf and Clerk of
Court Susan Raimer. The position is appointed by the Columbia County Circuit
Court Judges and is represented by the Courthouse Union, AFSCME, AFL-CIO,
Local 2698-B. Discussion of the need for coordination with the Clerk of Courts
Office, combined management of the offices and staff cross training in estate and
probate. The changes will be determined with the support of the Circuit Court
Judges taking into account the State Statutes that regulate RIP and Clerk of Court
offices. New job descriptions for the Register in Probate and the Deputy Register in
Probate were distributed and reviewed. Discussion. Motion by Pufahl/Richmond to
approve the job descriptions for the Register in Probate and Deputy Register in
Probate. Motion carried unanimously.

Register of Deeds
Lisa Walker, Register of Deeds, presented revised job descriptions. Department
structure, assignments of duties were discussed and positions were discussed.
Motion by Curtis/Ford to approve the revised job descriptions for the three office
staff in the Register of Deeds Office (Chief Deputy, Constitutional Office Deputy
and Clerk Typist). Motion carried unanimously.

Health & Human
Services
Job description approval
Erik Pritzl, Health & Human Services Director, requesting approval of revised job
descriptions for the Women, Infant & Children (WIC) Program. Restructuring of the
WIC staff was explained, 3 positions were reduced to 2. Discussion. Motion by
Curtis/Richmond to approve the job descriptions for Registered Dietetic
Technician/Nutritionist and the WIC Program Coordinator - Registered Dietitian.

Hours of Work
WIC is a State funded grant program. The Clerk/Outreach Worker was eliminated
when the employee transferred to another internal position. The Registered Dietetic Technician/Nutritionist works with WIC and Commission on Aging (COA) and will be assigned 80% WIC and 20% COA. The WIC Program Coordinator will increase to a full time position. Both positions are based on a 37.5 hour work week. Motion by Pufahl/Curtis to approve the change of structure and hours in the WIC Program.

Planning & Zoning

John Bluemke, Director of Planning and Zoning (P&Z), presented a revised job description for committee approval. The position is changing from Administrative Secretary to Administrative Assistant and has been approved by the Governing Committee. Motion by Pufahl/Ford to approve the job description. Motion carried unanimously.

Replacement request

Replacement request for a part time Administrative Assistant (half-time) based on 37.5 hours per week. Position vacated through an internal promotion with money available in the budget to refill. Motion by Pufahl/Richmond to approve hiring. Motion carried unanimously.

Grievances

Sheriff – Non-Sworn AFSCME, Local 2698-C

David White, AFSCME representative, presented the contents of the grievances.

➤ Position is represented in the Sheriff’s Non-Sworn union, Local 2698-C and supervised by the Accounting Department due to the responsibilities performed. Grievance has 2 parts, the first, a verbal warning for negligence to notify supervisor that a deadline would be missed, the second, a written warning, for failure to follow a directive given by the supervisor. Discussion. Motion by Pufahl/Ford to deny both grievances. Motion carried unanimously.

➤ Two employees retired prior to the Non-Sworn contract being settled. The contract included a payment toward retiree health insurance for qualified retirees. Discussion. Motion by Pufahl/Richmond to approve payments to both retired employees. Motion carried unanimously.

Highway – AFSCME, Local 995

➤ The grievance consists of a mileage reimbursement request to obtain required Commercial Drivers License (CDL) hazardous endorsement. Fulfilling the requirement requires scheduling an appointment with a federally approved private agency for finger printing and a criminal background check, required every 4 years. Discussion. Motion by Richmond/Curtis to deny the grievance based on the recent arbitration decision that requires the County to reimburse employees for the cost of the CDL and endorsements, but does not include a requirement to reimburse mileage. Motion carried unanimously.

➤ Employee grieved denial of a bereavement day, Article 12 of the Highway Union contract. Circumstances consisted of bereavement leave for grandparent, (contract allows 3 consecutive working days). During the 3 days, the employee served as a pallbearer for a friend. Grievant feels that he was denied a day of bereavement leave to act as a pallbearer. Discussion. Motion by Pufahl/Curtis to deny the grievance as it was circumstantial that the funeral occurred when he was requested to act as a pallbearer during the 3 consecutive bereavement days for the death of his grandparent. Motion carried unanimously.
Human Resources

Office staff computers were updated to MicroSoft Office 2007. Joe Ruf provided an update on grievances, arbitrations, negotiations and mediations. The Sheriff’s Sworn union contract, represented by WPPA, settled and will be presented to the April 17, 2007 County Board meeting for ratification.

Meeting Date

The next Human Resources meeting is scheduled for Wed., May 2, 2007 at 9:00 AM.

Adjournment:

Motion by Richmond/Pufahl to adjourn at 4:02 P.M. Motion carried unanimously.

Respectfully submitted,

Recording Secretary,

______________________________
Doug Richmond
Secretary

______________________________
Jane Bescup
HR Program Coordinator

cc: HR Committee members, Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Sheriff Dennis Richards, Lois Schepp, Lisa Walker, John Bluemke, Susan Raimer, Erik Pritzl, Kurt Dey