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.

Members Present
Debra Wopat, Dr. J. Robert Curtis, Andy Ross

Excused absent
Robert Westby, Dr. Timothy O’Neil

Also Present
Joseph Ruf, Susan Martin, Harlan Baumgartner, Barry Pufahl, Sheriff Steve Rowe, Marc Playman, Kurt Dey, T.O. Boge

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

Minutes
Minutes reviewed from the March 1, 2006 meeting. Motion by Curtis/Ross to approve minutes as presented. Motion carried unanimously.

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

Safety
Joe Ruf discussed the summary received from AEGIS Corporation, County Mutual Insurance representative, Jodi Traas. She met with all County Department Heads and provided an assessment of current department procedures and then compiled recommendations/ideas for safety training. At the next Committee Chair-Department Head meeting she will present a brief synopsis of the diverse safety requirements countywide and specific department recommendations. Discussion.

Sheriff
Sheriff Steve Rowe presented a personal leave request from a Jail employee who will have Family Medical Leave and accrued benefits depleted in April. Discussion. Motion by Curtis/Ross to approve a 12 week Leave of Absence (Policy & Procedures, Section 7.22 (m)) emphasizing the employee understand the necessity of contact with the Human Resources Office if unable to return to work at the end of the leave. Motion carried unanimously.

Elected Officials
A comparison of the changes in term lengths, pay grade and pay step will be reviewed at the May meeting. The incumbents in the offices of Sheriff and County Clerk will not be filing for reelection and there will be some statutory changes in term lengths for some County Elected Offices.

Coroner/Medical Examiner
The 2006 fall election will increase the Coroner’s term from 2 years to 4 years. Several committees have discussed the option of changing the position from an elected Coroner position to an employee classified as Medical Examiner. The process consists of approval through a County Board resolution prior to June 1st of the election year. Joe Ruf has spoken with several counties who made the transition. Columbia County meets the facility requirements necessary for a Medical Examiner. Information comparing the Coroner verses Medical Examiner was distributed and discussed. The option provided with a Medical Examiner would allow sharing services across county lines to less populated counties. Motion by
Curtis/Ross forwarding the recommendation that the Executive Committee consider approval to move the Elected Coroner position to a Medical Examiner, suggesting presentation to the Board of Supervisors with the approval coming with a consensus from 3 Committees: Human Resources, Executive and Judiciary. Motion carried unanimously.

**Highway**

*Personal Leave Request*

A Highway employee has depleted 12 weeks/480 hours of Family Medical Leave and was granted a Personal Leave through March 20, 2006. The employee has not received a medical release to return to work and has been requested by the Human Resources Office to submit a second request, which has not been received to date. Personal leave is addressed in the Columbia County Policy Procedures Manual (7.22 (m)) and allows an extension of 12 weeks upon recommendation of the Department Head, Governing Committee and Human Resources Committee. Discussion. Motion by Ross/Curtis to extend the Leave of Absence to May 5, 2006 upon receipt of request letter. If the letter is not received by the 2nd deadline extension date it will be assumed the employee has no interest in retaining employment with Columbia County Highway and Transportation. Motion carried unanimously.

*Seasonal Employment*

Kurt Dey, Highway & Transportation Commissioner, requesting to hire summer Seasonal employees. The Highway Union contract has a pay grade established for seasonal employees specifying the term of employment as 90 days. Discussion. Motion by Ross/Curtis to approve hiring 5 employees for the Summer Season with the approval required from the Highway & Transportation, Executive and Finance Committees. Motion carried unanimously.

*Mechanic Internship*

A student in the Diesel Equipment Technology program made contact seeking to pursue an internship at Highway for the summer. Discussion. Committee authorized pursuing this opportunity working with MATC and Highway.

**Human Resources**

*Grievances/Mediations/Negotiations*

Joseph Ruf briefly updated the committee on new grievances filed. Currently there are 15 grievances pending in some form and 3 contracts awaiting mediation.

**Meeting Date**

Human Resources Committee will meet Wednesday, May 3, 2006 at 9:00 AM.

**Adjournment:**

Adjournment was at 10:45 A.M.

Respectfully submitted,

Recording Secretary,

_____________________________     __________________________
Andy Ross                      Jane Bescup
Secretary                        HR Program Coordinator

cc: HR Committee members, Chair Martin, Vice Chair Harlan Baumgartner, Supervisor Barry Pufahl, Joseph Ruf, County Clerk, Sheriff Rowe, Kurt Dey, Marc Playman