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

### Call To Order
Committee Chair Debbie Wopat called the meeting to order at 9:05 A.M.

### Members Present
Andy Ross, Dr. Robert Curtis, Robert Westby

### Excused
Daniel See

### Also Present
Joseph Ruf, Susan Martin, Lois Schepp, Sandra Roberts, Sheriff Rowe, Captain Darrel Kuhl, Kathy Houzner – Waddell & Reed, Kevin Clougherty – Mortenson Matzelle & Meldrum (M3), Michael Goetz – WPPA, Deputy Terry Loos

### Agenda Approval
One agenda addition for the approval to replace a part time Accounting Aide. Motion by Ross/Curtis to approve the agenda with the addition. Motion carried unanimously.

### Minutes
Minutes reviewed from March 2, 2005 HR meeting and March 16, 2005 HR meeting prior to County Board. Motion by Curtis/Ross to approve committee meeting minutes. Motion carried unanimously.

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

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**Waddell & Reed**

Kathy Houzner, local representative of Waddell & Reed (W&R), provided an explanation of the financial planning services offered. Basically a four step process consisting of:

- **Introduction** through an employee informational meeting with a presentation of W&R services and benefits incorporating the value of current benefits (WI Retirement, Deferred Comp, etc.).
- **Workshop** sign up for a variety of specific sessions and topics.
- **Individual meetings** with local representative Kathy Houzner to assess personal needs and benefits of financial planning.
- **Agreement** formed with W&R (voluntary) should employees choose to pursue financial planning services. Continuation at this point will involve a fee, a 20% discount in the fee will be offered to employees who participate.

**Discussion.** It was stated by Kathy Houzner there will not be a financial cost to the County for these services or investment liability. The decision was to move forward with this on a trial basis starting with the Courthouse/Annex employees. Attendance, Interest, participation and future results will be reported to the committee. Introduction meetings will be held after work hours with workshops dates established later. Kathy will provide information to Joe Ruf for review before meeting is scheduled.
**Accounting**

Lois Schepp, Comptroller, requesting replacement of an Accounting Aide at the Columbia Health Care Center due to a resignation. The position is budgeted 53% based on a 40 hour work week. Position responsibilities described. Interviews for an Accounting Aide at Health & Human Service occurred in February and Lois would prefer to work from that list. Discussion. Motion by Ross/Westby to approve the replacement request. Motion carried unanimously.

Change in the job description was presented incorporating the Accounting Aide responsibilities in 3 locations (Health Care Center, Health & Human Service, Accounting Office) allowing for assignment of duties by comptroller. Discussion. Motion by Curtis/Westby to approve the new job description as presented. Motion carried unanimously.

**Mortenson, Matzelle & Meldrum (M3)**

Kevin Clougherty, M3 representative, presented issues involving the health insurance. Focusing on the prescription drug increases, information was shared on past usage, present market and speculation of future increases relating to biotech advancement. Specialty pharmacy distribution of these prescriptions is the largest single factor contributing to higher costs in the foreseeable future. The importance of communicating to employees the fiscal ramifications and consequential necessity of increases was stressed. In 1990 employees nationwide paid 60% prescription drug costs, that has dropped to 25%.

**Health & Human Service**

WIC – Registered Dietetic Technician/Nutritionist

Sandra Roberts, HHS Director, requesting to hire a Registered Dietetic Technician/Nutritionist for the Woman, Infant and Children Program (WIC). A Public Health Nurse (PHN) has been assigned 30% of her time to perform the duties for WIC the past few years. Decrease in clients has affected Medical Assistance (MA) funding for WIC. Roberts stated if the client base is not increased then hours will be cut as the program needs to bring in the necessary dollars to receive funding. Discussion. Committee reviewed the Registered Dietetic Technician/Nutritionist job description Motion by Curtis/Ross to approve the job description as presented.

Funding for Public Health Nurse and Registered Dietetic Technician/Nutritionist

Motion by Curtis/Westby to approve 30% funding for a Public Health Nurse through county dollars and funding a Registered Dietetic Technician/Nutritionist full time working 60% for Commission on Aging and 40% for WIC. The funding of the PHN will be reviewed during the 2006 budget process. Motion carried unanimously.

**Sheriff**

WPPA representative, Michael Goetz, discussed a grievance submitted by Deputy Terry Loos. Contents concern residency requirements of Columbia County Deputy Sheriff Officers. The request to live outside of Columbia County for family reasons was granted as temporary in September 2003 when Loos and his family relocated to Sun Prairie, in April 2004 he rented an apartment in Columbus while maintaining his residence in Sun Prairie. The issue could not be resolved through the current negotiation process. Goetz and Loos met with Sheriff Rowe in February 2005 about the situation. Sheriff Rowe sent a letter to Deputy Loos summarizing the meeting and allowing him 6 months to establish residency with his family (August 9, 2005).
The union is requesting accommodation be made for out of county residency. Discussion. Motion by Curtis/Ross to deny the grievance abiding by the Columbia County ordinance and Policy and Procedures Manual, Section 7.26 (7) “All sworn deputies shall be residents of Columbia County at the time of commencement of employment and shall remain a resident while employed by the Columbia County Sheriff’s Office.” Motion carried unanimously.

**Grievance**

A proposed settlement for the grievance on calculation of longevity (received annually in November) was submitted by AFSCME, AFL-CIO representative David White, approved and signed by the Courthouse Union. Discussion. Motion by Westby/Curtis to approve settlement for longevity as submitted by and approved by the Courthouse Union. Motion carried unanimously.

**Arbitrations & Negotiations**

Joe Ruf updated the committee on current grievances and upcoming arbitrations. Currently there will be one grievance hearing at the May meeting. Contract negotiations continue with the Sheriff Sworn and Public Health Nurses.

**Meeting Date**

The Human Resources Committee will have their next meeting Wednesday, May 4, 2005.

**Adjournment:**

Motion Westby/ Curtis to adjourn at 12:37 P.M.

Respectfully submitted,

Andy Ross

Secretary

cc:  HR Committee members, Joseph Ruf, County Clerk, Corporation Counsel, County Board Chair Susan Martin, County Board Vice Chair Harlan Baumgartner, Sandra Roberts, Sheriff Steven Rowe, Lois Schepp, Michael Goetz - WPPA