Committee Chair Debra Wopat called the meeting to order at 9:00 A.M.

Debra Wopat, Barry Pufahl, Doug Richmond, Dr. J. Robert Curtis, Neil Ford
Joseph Ruf, Harlan Baumgartner, Marc Playman, Andy Ross

Motion by Curtis/Ford to approve the agenda as presented. Motion carried unanimously.

Minutes reviewed from the April 5, 2006 meeting. Motion by Curtis/Pufahl to approve minutes as presented. Motion carried unanimously.

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

---

**Health Insurance**

Andy Ross, the County representative to the Group Health Trust Board of Directors, shared information from recent meetings. A summary of the April 21 meeting was distributed, points of interest included, start of the annual audit, 2006 Trust equity increase, wellness program progress with the distribution of a DVD to participants when finalized, proposal requests in potential Trust growth, and claims review process. Discussion. Recommendation to have Kim Hurtz, AEGIS Corporation V.P. of Employee Benefits, attend a meeting to discuss health insurance savings options.

**Coroner**

Marc Playman, Coroner, presented a comparison of the present and proposed per diem structure for Deputy Coroner(s). The Coroner budget contains an amount for compensation, changing the pay structure is allowable as long as the budget is not exceeded. The process to make the change was discussed and will be further investigated by Marc. If a resolution is necessary it will be brought to the June Human Resources meeting.

**Job descriptions**

Revised job descriptions for Medical Examiner, Chief Deputy Medical Examiner and Deputy Medical Examiner were distributed for review and approval. The job descriptions would not be effective until January 2, 2007 when the change from Coroner to Medical Examiner will be official. Discussion. Motion by Curtis/Ford to approve the job description for Medical Examiner with approved changes. Motion carried unanimously. Motion by Curtis/Pufahl to approve the Chief Deputy and Deputy Medical Examiner job descriptions as presented. Motion carried unanimously.

**Elected Officials**

A resolution reflecting the pay structure for the Elected Officials was distributed and discussed. The Sheriff and Clerk of Court terms will be 4 years (2007 – 2010), the County Clerk, Treasurer, Register of Deeds will be 2 year terms (2007 – 2008) and will increase to 4 year terms the next election. The Coroner position will be
eliminated as an elected official replacing it by County Board resolution with a Medical Examiner effective January 1, 2007. The Elected Officials were reviewed by Carlson Dettman and placed on Non-Union wage scale in the appropriate Pay Grade, steps determined by the Committee prior to election as required by WI State Statute.

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Grade</th>
<th>Step 2007</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff</td>
<td>18</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Clerk of Court</td>
<td>13</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td>County Clerk</td>
<td>13</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>13</td>
<td>7</td>
<td>8</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reg. of Deeds</td>
<td>12</td>
<td>3</td>
<td>4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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 was unable to return to work and a second request was presented on his behalf to the Committee at the April 5, 2006 meeting. The committee decision was to allow the second leave request with the stipulation that required documentation, in the form of a request letter from the employee, be submitted prior to the deadline of May 5, 2006. Human Resources contacted the employee by telephone and mailed a letter with the April 5, 2006 minutes included, correspondence from the employee has not been received as of today’s date, May 3, 2006. Columbia County Personnel Policy and Procedures Manual addresses Leave of Absence in Section 7.22 (m) allowing an extension of 12 weeks upon recommendation of the Department Head, Governing Committee and Human Resources Committee. Discussion. The Committee unanimously agreed in the April minutes that if the letter was not received by the second deadline extension date, May 5, 2006, it will be understood the employee has no interest in retaining employment with Columbia County Highway and Transportation. Due to the employee’s inaction their employment is terminated.

**Human Resources**

*Grievances/Mediations/Negotiations*

Joseph Ruf briefed the new members of the committee on negotiation, grievance and mediation/arbitration processes. Pending cases were discussed.

**Meeting Date**

Human Resources Committee will meet Wednesday, June 7, 2006 at 9:00 AM in the Annex Gibraltar Rock Conference Room.

**Adjournment:**

Adjournment was at 11.02 A.M.

Respectfully submitted,                         Recording Secretary,

__________________________                   __________________________
Doug Richmond                  Jane Bescup
Secretary                        HR Program Coordinator

*cc: HR Committee members, Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Kurt Dey, Marc Playman, David White, Peter Croft*