HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, May 6, 2009  9:00 A.M.
Columbia County Annex  120 West Conant Street  Portage, WI  53901
(608) 742-9667  FAX (608) 742-9802  E-mail: human.resource@co.columbia.wi.us

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

Call To Order
Committee Chair Susan Martin called the meeting to order at 9:00 A.M. The meeting was properly noticed and published.

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

Also Present
Joseph Ruf, Robert Westby, Erik Pritzl, Deanna Kelley (HHS intern), John Hartman, Lois Schepp, Sheriff Dennis Richards, Amy Yamriska, Patti Herman, Kurt Dey, Andy Ross and Lyn Jerde – Portage Daily Register

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

Minutes
Motion by Curtis/Ford to approve minutes as submitted from April 1, 2009 and Joint meeting minutes from April 21, 2009 (Executive/Finance/HR and Executive/HHS/HR). Motion carried unanimously.

Expenditure Report
Motion by Ford/Landers to approve Governing Committee Expenditure Report as presented. Motion carried unanimously.

Health Care Center
Amy Yamriska, CHCC Administrator, submitted a request to increase the CHCC HR Personnel Analyst pay rate due to wage compression with the Administrative Secretary. Discussion. There is money in the CHCC budget to cover the increase. Motion by Richmond/Curtis to approve the increase from Step 3 to Step 5 in Grade 7 effective April 1, 2009. Motion carried but not unanimously, Supervisor Landers opposed.

UW Extension
Patti Herman, UW Extension Family Living Educator, presented the results of the 8 week “Web Your Way to Better Nutrition” E-Series. County wide participation was 16% with surveys conducted at the beginning and conclusion of the program. The Committee had several suggestions for follow up and future programs.

Health & Human Services
WIC
Erik Pritzl, HHS Director, informed the Committee of additional Federal dollars received for the Women, Infants & Children (WIC) program. WIC provides nutritional services to approximately 806 participants in the County. The program requires follow up within a 10 day period from registration and the organization that provided the service terminated its contract with the County. Pritzl requested to increase the hours of the 2 WIC employees from 37.5 to 40 hours per week. The employees will not work more than 40 hours per week ensuring no overtime. The Dietetic Tech will have her hours accumulate as compensatory time with a structured payout funded by WIC grant money. Discussion. Motion by Curtis/Richmond to approve the increase in hours for WIC staff. Motion carried unanimously.

Limited Agent Contract (PHN)
The State Limited Agent contract inspection program is funded on a fiscal calendar July 1 through June 30. The program is administered by the Public Health Nurse (PHN) Division. Columbia County has contracted to provide this service with State dollars for 5 years. The assigned PHN will work 82.32 hours (7/1 to 12/31/09) with the additional $3,348.00. The adjustment to the assigned employee’s benefits will be calculated at the end of the calendar year. Motion by Landers/Curtis to accept the funding for the increase in hours for State Limited Agent contract inspection program. Motion carried unanimously.

Sheriff
Sheriff Richards explained the COPS Grant application. The Judiciary, Finance and Executive Committees have been advised of the grant application. The grant could fund up to 5 officers, however after 4 years the grant funding will stop and the County will be responsible for 100% of the cost. The grant structure reimburses the entire first year’s salary/benefits but increases in the 2nd, 3rd and 4th years will become the financial responsibility of the county. These costs could total $545,695. In addition, the required law enforcement equipment (training, car, gun etc.) is the responsibility of the employer. These non-compensated costs are predicted to be approximately $2,500 - $3,000 per deputy. If grant dollars are awarded, acceptance of the money will require
approval from all Committees before the hiring process can start. Discussion on overall plan in year
4, overtime costs, budget, and expenditures and Jail inmate requirements. Motion by
Landers/Ford to approve hiring of 5 deputies through the COPS grant with the understanding that
there will be disclosure to applicants that there is no assurance of continued employment at the end
of the grant. Should the decision be made to continue to fund some or all of the positions after year
4, then it will be necessary for that request to proceed through the annual budget process as a new
hire request including completion of the appropriate forms and committee approval process. Motion
carried unanimously.

**Highway**

Kurt Dey, Highway Commissioner, requested replacement of a master mechanic due to a vacancy
resulting from the union posting process. 11 master mechanic positions are in the budget.
This transfer will leave 9 master mechanics currently on staff. The request is to fill 1 vacant
master mechanic position. Approval from the governing committee is on the May agenda. Process
discussed. Motion by Richmond/Curtis to approve the replacement request. Motion carried
unanimously.

**WCA/GHT**

Andy Ross, County Board Supervisor, provided an updated status report on the WI Counties
Association/Group Health Trust which provides health insurance benefits to County employees.

**MIS & Accounting**

John Hartman, MIS Director and Lois Schepp, Comptroller, addressed a new IRS requirement
regarding employer provided cell phones. A new policy was distributed defining the procedure
to monitor monthly costs of County issued cell phones. Employees will be required to
reimburse the County for all personal calls. Discussion. The process is being developed for the
approximately 60 County issued cell phones. The adoption of the policy will be presented at the
Department Head meeting in late June. The implementation of the new policy will be effective July
1, 2009. Motion by Landers/Curtis to approve the policy. Motion carried unanimously.

**Human Resources**

**Department Head Performance Planning Guide**

The Committee developed and approved the survey to be distributed to Committee Chairs and
Department Heads. The HR Office will send information requesting completion and return to HR.

  The Performance Planning Process Guide providing a timeline for completion of the
documentation was reviewed and discussed. Motion by Curtis/Landers to approve the format with
recommended changes. Motion carried unanimously.

**Annual report and budget reduction**

Chair Wopat requested Committee Chairs to present options to reduce expenses. Ideas were shared
and Chair Martin will assemble suggestions and present at the County Board meeting.

**WCA Annual Conference Resolutions**

No resolutions were presented.

**Compensatory Time Balances**

Review of compensatory balances in excess of 80 hours. Methods of controlling compensatory time
were discussed. Department Heads may be requested to submit a plan to manage excessive
compensatory time balances.

**Grievances, Negotiations, Mediations and Arbitrations**

Joe Ruf updated the committee on grievances outstanding, mediations, arbitrations and negotiations.

The next HR meeting will be Wednesday, June 3, 2009 at 9:00 AM.

Motion by Ford/Landers to adjourn the meeting at 12:34 PM.

Respectfully submitted,

[Signature]

**Committee Secretary**

[Signature]

**HR Program Coordinator**

[Signature]

**Recording Secretary**

[Signature]

**cc:** HR Committee, County Board Chair Debra Wopat, Vice Chair Robert Westby, Joseph Ruf, County Clerk,
John Hartman, Sheriff Dennis Richards, Erik Pritzl, Lois Schepp, Amy Yamriska, Kurt Dey