HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, May 7, 2008 9:00 A.M.
Columbia County Annex  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 Susan Martin called the meeting to order at 9:00 A.M. The meeting was properly noticed and published.

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

Also Present
Joseph Ruf, County Board Chair Debra Wopat, Erik Pritzl, Sheriff Dennis Richards, Kurt Dey, TO Boge, Jack Bernfeld-AFSCME, Mike Arndt, Glen Fischer, Torrey Latham

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

Minutes
Minutes reviewed from meetings on April 2, 2008, April 15, 2008 prior to County Board and April 15, 2008 election of Committee officers. Motion by Curtis/Ford to approve minutes as submitted. Motion carried unanimously.

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

*******************************************************************************
Highway
Jack Bernfeld, AFSCME representative, discussed the grievance filed by the Highway Union, Local 995, on behalf of Torrey Latham. The initial discipline is not being contested which resulted in the employee receiving a 2 day suspension for plowing his own driveway on February 15, 2008 with county equipment showing willful misconduct and insubordination. The 2 day suspension was assigned to be served on February 18, 2008 and February 19, 2008. The union is contesting that the employee wasn’t called in to plow his assigned section for a February 17, 2008 snowstorm and believes that the discipline actually resulted in a 3 day suspension. Discussion. Motion by Richmond/Landers to deny the grievance. Motion carried unanimously.

Health & Human Service
Erik Pritzl, HHS Director, requested an increase in hours for a Public Health Nurse to perform inspections of low risk establishments in Columbia County (lodgings, campgrounds and some restaurants). The Limited Agent Inspections State contract funding increased $2,898.00 adding 70 total hours, effective July 1, 2008 to December 31, 2008. Discussion. Motion by Curtis/Richmond to approve the request. Motion carried unanimously.

Sheriff
PERSONAL LEAVE REQUEST
Sheriff Richards presented a personal leave request on behalf of an employee in the Sheriff’s Office who has exceeded 12 weeks/480 hours of Family Medical Leave. Employee has returned to work on a part time schedule. Discussion. Motion by Richmond/Ford to approve a personal leave until June 7, 2008. Motion carried unanimously.

Human Resources
WCA – YOUTH IN GOVERNMENT PROGRAM
Supervisor Doug Richmond attended a WCA meeting where a presentation was given on a Youth in Government Program. Information was distributed; Supervisor Richmond expressed his interest in pursuing through collaboration with UW Extension. Supervisor Richmond has met with several Columbia County High Schools to introduce
the idea and assess interest. Discussion. More contacts will be made and the topic will be evaluated further in the future.

**COMPENSATORY TIME**

Documentation was distributed for review providing a comparison between the 7 union contracts and Personal Policy and Procedures Manual compensatory time language. There was a discussion on management of compensatory time accrual and responsibility of management to control excessive hours. Committee Chair Martin suggested that committee members review compensatory time balances on other committees to which they are assigned and that the HR Committee review all compensatory time balances over 80 hours on a quarterly basis.

**GRIEVANCE & ARBITRATIONS**

Joseph Ruf reviewed the process and updated the committee on related issues and scheduled hearings.

**NEGOTIATIONS**

Joseph Ruf updated the committee on department activities and events that occurred since the last meeting. The County and Non-Sworn union has come to an agreement and ratification by the County Board of Supervisors is tentatively scheduled for May 21, 2008. The reopening of the Health Care Center contract is scheduled for May 22, 2008. 2 union contracts expired December 31, 2007, Health Care Center and Highway with 5 contracts (Courthouse, Professional, Sheriff Non Sworn, Sheriff Sworn and Public Health Nurses) expiring on December 31, 2008.

---

**Meeting Dates**

The next HR meeting is schedule for Wednesday, June 4, 2008 at 9:00 AM. There will be a joint meeting of the Executive and Human Resources Committees on Monday, July 7, 2008 to address 2009 budget requests. The meeting will follow the Executive Committee’s regular meeting.

**Adjournment:**

Meeting adjourned at 11:35 A.M.

Respectfully submitted,

[Signature]

Brian Landers
Secretary

Recording Secretary,

[Signature]

Jane Bescup
HR Program Coordinator

---

**cc:** HR Committee, Chair Debra Wopat, Joseph Ruf, Sheriff Richards, Erik Pritzl, Kurt Dey, County Clerk, AFSCME representative Jack Bernfeld