HUMAN RESOURCES COMMITTEE MEETING MINUTES  
Wednesday, June 2, 2010  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.

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Call To Order
Committee Chair Susan Martin called the meeting to order at 9:12 A.M. The meeting was properly noticed and published.

Members Present
Susan Martin, Doug Richmond, Brian Landers, Neil Ford and Barry Pufahl

Also Present

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

Minutes
Motion by Richmond/Landers to approve meeting minutes from May 5, 2010. Motion carried unanimously.

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

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Accounting
Lois Schepp, Comptroller, presented a plan to restructure the Health and Human Services Business Office as a result of a full time Accounting Assistant’s retirement. Lois Schepp, Cathy Karls – Asst. Comptroller and Erik Pritzl – HHS Director reviewed future changes to the State reporting mandates. The proposal consists of eliminating a full time Accounting Assistant position, increasing the hours of a current Accounting Assistant at HHS from 34 hours per week to 37.5 hours per week and increasing a part time Accounting Aide at HHS from 22.5 hours per week to 37.5 hours per week. Motion by Richmond/Ford to approve the proposal to restructure the Business Office at Health and Human Services effective upon the retirement. Motion carried unanimously.

Health & Human Services
Erik Pritzl, HHS Director, requested replacement of a Clerk Typist II position. Request relates to internal posting for a Clerk Typist II at HHS. Review of duties will transfer the supervision to the ADRC and COA. The position is in the HHS budget. Motion by Pufahl/Landers to approve the replacement request with permission granted to continue hiring until positions are filled to current budget levels. Motion carried unanimously.

Public Health Nurse (PHN) – Limited Agent Contract
$3,428.90 was received from the State of WI for the Limited Agent Contract. The fiscal year for the State is July 1 – June 30. The duties assigned to a PHN will increase hours from 7/1/2010 – 12/31/2010 by 85 hours. The remaining hours for 1/1/2011 – 6/30/2011 will be reflected in the 2011 HHS budget. Motion by Richmond/Landers to approve the increase in hours under the Limited Agent Contract. Benefits will be based on hours worked and an adjustment will be made at the end of the year. Motion carried unanimously.

Sheriff
Sheriff Dennis Richards and Chief Deputy Mike Babcock discussed a proposed 3 year contract with the Village of Cambria. The request submitted is to hire a full time Deputy, with half of the cost to be paid by the Village of Cambria. Discussion of COPS grant, revenue, contracts, overtime and budget. Motion by Pufahl/Richmond to approve forwarding the request for consideration in the 2011 budget process. Motion carried unanimously.

Highway
Neil Rainford, AFSCME representative, presented a grievance from the Highway Union, Local 995, related to bereavement leave and a request to present documentation of the death. Questions and discussion. Motion by Pufahl/Richmond to agree to a settlement, as suggested by the AFSCME representative, to institute a form for completion when requesting bereavement leave. Motion carried unanimously.
**Human Resources**

**Workers Compensation (WC) presentation**

Jodi Traas and Angie Kolb from AEGIS Corporation, the County’s workers compensation carrier, provided a presentation to the Committee. Premiums, experience modification factor based on 3 year average determined by the State, claims, reserves on claims, medical claims, light duty, lost time claims, safety training and on line training were discussed. The County Board Standing Rules were changed in April assigning the review of WC claims to the HR Committee.

**VEBA/PEHP (Voluntary Employee Benefit Association/Post Employment Health Plan) – Non Sworn**

An Interim Award was received from the arbitrator in a grievance case seeking to establish a VEBA/PEHP benefit for the Sheriff’s Non-Sworn AFSCME Local 2698-C union. VEBA/PEHP deposits retirement payouts into an account that can be used by a retiree to pay health insurance premiums and/or related expenses. Three presentations were given:

- Mortenson, Matzelle and Meldrum (M3) consultant, Kevin Clougherty
- Retirement Plan Advisors representatives Gary and Levi Cutler
- Precision Retirement Group representative Bruce Nelson

Extensive information was shared about the diversity of programs. IRS rules, Trusts, Health Reimbursement Accounts (HRA), FICA tax savings, health insurance premiums, medical expenses, investment options, Deferred Compensation Plans, administrative cost variations, taxable events, tax penalties, employee needs, county and municipal participants and compliance. The Committee will review the information and make a decision at the July HR meeting.

**Future meetings**

- June 7, 2010 - joint meeting of Finance, Executive and Human Resources Committees at the Law Enforcement Center (LEC) for 2011 budget.
- July 7, 2010 - regular meeting will include review of any 2011 personnel requests, Department Head Performance Planning Guide and establish goals for HR Director.
- July 12, 2010 - tentative joint Executive/HR meeting to review the 2011 submitted personnel requests.

**Grievances, Arbitrations, Negotiations**

Joe Ruf updated the committee on the union negotiations and grievances.

**Department budget**

The annual HR budget was reviewed.

**Next Meeting Date**

The next HR Committee is scheduled for Wednesday, July 7, 2010 at 9:00 AM.

**Adjournment**

Motion by Supervisor Pufahl to adjourn the meeting at 3:02 PM.

Respectfully submitted,

Recording Secretary,

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Barry Pufahl                         Jane Bescup
Committee Secretary                  HR Program Coordinator

**cc:** HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Erik Pritzl, Sheriff Dennis Richards, Lois Schepp, Kurt Dey