HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, June 4, 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 9:01 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, Michael Babcock, John Hartman

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

Minutes
Minutes reviewed from meetings on May 7, 2008 and May 21, 2008 prior to County Board. Motion by Curtis/Landers to approve minutes as submitted. Motion carried unanimously.

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

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Sheriff
PERSONAL LEAVE REQUEST
Chief Deputy Michael Babcock presented a personal leave extension request on behalf of an employee in the Sheriff’s Office. Employee is currently working 4 – 6 hrs per day while on medical restriction. Discussion. Motion by Richmond/Curtis to approve the personal leave through June 26, 2008. Motion carried unanimously.

Management Information
John Hartman, MIS Director, submitted a request to replace an Infrastructure Support Specialist I due to a resignation. There was one change to the job description. Motion by Ford/Curtis to approve the job description with changes as presented. Motion by Landers/Ford to approve the replacement request with recruitment to begin immediately. Motion carried unanimously.

Human Resources
Non-Sworn Union AFSCME Local 2698-C
Following ratification of the Non-Sworn union contract by the County Board of Supervisors on May 21, 2008, the HR Department plans to implement new wage rates on the June 6, 2008 pay day and 2007-2008 back pay as part of the July 3, 2008 pay day. The Union has requested an acceleration of the back pay. Since a scheduled upgrade to the County’s computerized accounting system coincides with the contract settlement, in favor of accuracy, it is recommended that the dates remain as scheduled.

Clerk of Court
The Clerk of Court, Susan Raimer, contacted AFSCME union representative, Jack Bernfeld, regarding a volunteer working in the Clerk of Courts Office. A document titled, Letter of Agreement, was drafted by the union and presented to the county for inclusion in the contract. Discussion. Motion by Landers/Ford to reject the Letter of Agreement feeling it is superfluous and unnecessary and a duplication of effort. Motion carried unanimously.
Performance Evaluation for Department Heads
Discussion of the Department Head evaluation form, procedure and format. Various options and ideas were shared. Several committee members will explore assessment tools. The topic will be placed on the June Department Head/Committee Chair agenda and will be revisited at the July Human Resources meeting.

Grievances, Mediations and Arbitrations
Joseph Ruf updated the committee on the 8 current open cases.

Negotiations
Status of the 7 union contracts was presented and discussed.

Department Activities
2009 Budget requests were discussed. The Committee will review compensatory time exceeding 80 hours on a quarterly basis and will also include a costing of compensatory time exceeding 80 hours as part of the annual County budget process.

Review budget
The Committee will review the 2009 Human Resources and Safety budgets at their regular meeting, Wednesday, August 6, 2008.

Meeting Dates
There will be a joint meeting of the Executive and Human Resources Committees on Monday, July 7, 2008 to address 2009 budget requests. The HR meeting will follow the Executive Committee’s regular meeting and the Executive and HR Committee’s joint meeting with a time to be determined.

Adjournment:
Motion by Curtis/Richmond to adjourn at 10:53 A.M.

Respectfully submitted,

[Signature]
Brian Landers
Secretary

Recording Secretary,

[Signature]
Jade Bescup
HR Program Coordinator

cc: HR Committee, County Board Chair Debra Wopat, Joseph Ruf, Sheriff Richards, John Hartman, County Clerk