HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, July 7, 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.

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, Brian Landers, Neil Ford and Barry Pufahl

Members Absent
Douglas Richmond

Also Present
Joseph Ruf, Robert Westby, Andy Ross, Erik Pritzl, Sheriff Dennis Richards, Michael Babcock, Darrell Kuhl, Kristen Anderson, Daniel Garrigan, John Bluemke, Brenna Hellenbrand – M3

Agenda Approval
The grievances will be postponed at the request of the AFSCME representative. Motion by Landers/Ford to approve the agenda with the change. Motion carried unanimously.

Minutes
Motion by Pufahl/Ford to approve meeting minutes from June 2, 2010 and Joint HR, Executive and Finance meeting minutes from June 7, 2010. Motion carried unanimously.

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

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M3
Brenna Hellenbrand, Mortensen, Matzelle and Meldrum (M3) representative, provided a presentation on changes to Health Insurance. Several programs and plans were explained and discussed. Discussion of continued escalating health insurance costs, Retiree Reinsurance Program, level of benefits and a mutual effort process to reduce costs.

Sheriff
Sheriff Dennis Richards presented a request for reclassification of a Detective Lieutenant to a Captain. Distribution of comparable wages and benefits and discussion of duties. Discussion. Motion by Pufahl/Ford to table until the August 4, 2010 HR meeting. Request that the job description is submitted to the Judiciary Committee before it considers the request. Motion carried with Landers abstaining.

Land Information
Kris Anderson, Director of Land Information, submitted a request to fill a vacancy in the department. Revised organization of the department based on future work needs and direction. The job description was distributed for review and approval. Discussion. Motion by Pufahl/Landers to approve the job description with the title change to Property Assessment Clerk compensated in Grade 3 of the Courthouse Union Contract AFSCME, AFL-CIO, Local 2698-B. Motion carried unanimously. Motion by Landers/Ford to approve the replacement request based on the new job description, title and salary grade. Motion carried, Martin opposed.

Health & Human Services
Erik Pritzl, HHS Director explained that an employee from HHS is on personal leave and is receiving donated sick time having depleted FML. Process for receiving donated sick time:
  • Employee submits written request to their Department Head requesting approval of sick time donation from within the department where they are employed.
  • County wide solicitation of donated sick time requires submission of a written request to the HR Committee for approval.

Donations are submitted to HR, tracked and applied during payroll until all time is used. The amount of donated sick time and names of those who donated is not disclosed. Motion by Landers/Pufahl to approve countywide donation of sick time for the employee. Motion carried.

Human Resources
VEBA/PEHP
The Non Sworn union arbitration hearing concluded and the Committee’s decision on a company to provide the VEBA/PEHP plan is required. The provider options from the implementation presentations given at the July HR meeting were discussed. Motion by Pufahl/Ford to reject the Precision Retirement Plan in consideration of potential liability to the county based on recent IRS rulings on the Precision plan which includes an option for participants, but willing to discuss the option of using Retirement Plan Advisors to provide the benefit. Motion carried.

2011 Non Represented employee ATB and steps
Discussion on a recommendation from the HR Committee to the Finance Committee on an across the board (ATB) 2011 increase for non represented personnel. Union settlements, steps increases, wage scale, hiring step and history discussed.

Motion by Pufahl/Ford to recommend a 3% increase for non union personnel and freeze steps. Motion failed.
Motion by Landers/Ford to recommend a 2% increase for non union personnel and freeze steps. 
Discussion. Motion failed. 
Motion by Pufahl/Landers to recommend a 2.5% increase for non union personnel and freeze steps. 
Discussion. Motion passed. Martin opposed. 
Discussion of recommendation to the Negotiating Committee for an increase in wages when 
collective bargaining begins for 2011. 
Motion by Pufahl to recommend a 2.5% increase to the Negotiating Committee. Motion failed for 
lack of a second. 
Motion by Ford/Landers to recommend a 2% increase to the Negotiating Committee. Discussion 
Motion passed. Pufahl abstained as he is a member of the Negotiating Committee. 

2011 Budget requests 

Planning and Zoning 
Dismissed on the basis that the request is categorized as a replacement at retirement rather that a new 
request for 2011. 

Health and Human Services 
Erik Pritzl, HHS Director, requested a Division of Youth and Family Administrator. The position 
will be grant funded and the duties will be assigned to fulfill the grant requirements. No additional 
County funds will be requested. Discussion. Motion by Pufahl/Ford to forward without 
recommendation to the Finance Committee since the funding is available. Motion carried, Landers 
opposed. 

Sheriff 
Request from Sheriff Dennis Richards to hire a new Deputy Sheriff for 2011. The contract with the 
Village of Cambria has not been finalized to date. The Village of Cambria would provide 50% of 
the funding for the position. Motion by Landers/Martin to deny request. Pufahl abstained as a 
member of the Judiciary Committee, Ford voted no. Forward to the Finance Committee with a 
negative recommendation because of funding issues. 

Workers Compensation (WC) claims review process 
The County Standing Rules was changed to have the HR Committee review WC claims. Discussion 
of mod factor, injury reports, protecting privacy, reporting lost time resulting from medical attention, 
department review, Safety Committee(s), training, analysis, and report provided to Governing 
Committees. May and June claims will be reviewed at the August HR meeting. 

Department Head Performance Planning Guide 
Discussion on the Customer Support, Communications, Planning and Fiscal Responsibilities for the 
Human Resources Director established. 

Grievances, Arbitrations, Negotiations 
Joe Ruf updated the committee on the union negotiations and grievances. 

Department budget 
The annual HR budget was reviewed. 
The next HR Committee is scheduled for Wednesday, August 4, 2010 at 9:00 AM. 
Motion by Pufahl/Ford to adjourn the meeting at 12:48 PM.

Respectfully submitted, 
Recording Secretary, 

Barry Pufahl 
Committee Secretary 
Jane Bescup 
HR Program Coordinator 

cc: HR Committee, County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, 
Erik Pritzl, Sheriff Dennis Richards, Kristen Anderson, John Bluemke,