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

### Call To Order
Committee Chair Debra Wopat called the meeting to order at 9:00 A.M.

### Members Present
- Debra Wopat
- Barry Pufahl
- Neil Ford
- Doug Richmond
- Dr. Curtis

### Also Present
- Joseph Ruf
- Harlan Baumgartner
- Andy Ross
- John Hartman
- Erik Pritzl
- Sheriff Dennis Richards
- Mike Arndt
- Jim Pace
- Rick Wendt
- Bill Kidd
- Tom Jones

### Agenda Approval
Motion by Pufahl/Ford to approve agenda as submitted. Motion carried unanimously.

### Minutes
Minutes reviewed from the July 9, 2007 HR meeting, July 9, 2007 Joint HR/Executive meeting and July 18, 2007 HR prior to County Board. Motion by Ford/Richmond to approve all minutes with recommended change to the July 9 Joint HR/Executive minutes. Motion carried unanimously.

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

### Management
John Hartman, MIS Director, presented proposed changes to the email system. Proposal includes a standard footer indicating publicly owned system which is subject to open records, configuration of email to allow for more efficient storage, maximize anti spam efforts and continue open records request procedure through the Office of Corporation Counsel/Human Resources. Discussion. The MIS Committee approved and recommended forwarding to the HR Committee, Executive and Judiciary committees for approval. Motion by Pufahl/Ford to approve implementing the changes as presented. The motion carried unanimously.

### Health & Human Service
Erik Pritzl, HHS Director, is requesting replacement of two positions.

- **Social Worker** in the Division of Long Term Support due to a retirement. There won’t be a change to the job description. Motion by Curtis/Richmond to approve the replacement request. Motion carried unanimously.

- **Health and Human Service Aide** due to an internal posting, currently in the budget for 2007. Discussion. Motion by Curtis/Pufahl to approve the replacement request. Motion carried unanimously.

### Sheriff
Sheriff Richards and Chief Deputy Babcock presented the revised special provisions contained in the Personnel Policy and Procedures Manual. Review, discussion and suggestions. Final version will be presented at the September HR meeting.

### Grievances
HIGHWAY – AFSCME – Local 995

- **Subpoena** (Article 12, Leave of Absence 12.01 Jury Duty, Subpoena Duty)
  The subpoena was unrelated to employment with Columbia County or County business. The Union is requesting reimbursement of vacation time used for subpoena attendance. Motion by Ford/Curtis to deny grievance. Motion carried unanimously.

- **CDL endorsement**
  Employees are required to possess and maintain Class A CDL and endorsements of H and N (hazardous and tanker). The grievant received a 5 day suspension (44
hours) pending the required background check for hazardous endorsement renewal and required official documentation from WI Department of Transportation (DOT). Union seeking restoration of days without pay. Motion by Richmond/Ford to deny grievance. Motion carried unanimously.

**CDL violation**
Employee received a moving violation while driving a personal vehicle (5-22-07). Failure to notify the Highway Commissioner of convicted infraction resulted in a one day suspension without pay (6-28-2007). DOT regulation and handbook requires employer notification. Union request is to restore the day without pay. Motion by Ford/Curtis to deny grievance. Motion carried unanimously.

**Insubordination**
Employee denied vacation day (7-19-07) when attendance at required training was scheduled. Employee indicated to supervisor he would call in sick. Employee called in sick on 7-18-07 reporting he would not be at work on 7-19-07 due to an injury that occurred at home. Management requested medical documentation of necessity to be off work (language contained in Article 11), no documentation was submitted. Employee received a written warning categorized as insubordination for sick leave abuse. Motion by Curtis/Richmond to deny the grievance. Motion carried unanimously.

The Courthouse grievance was withdrawn.

**Human Resources**

Supervisor Andy Ross reported on a conference he attended and updated the committee on the Group Health Trust (GHT) status and the various participating counties, school districts and municipalities. Suggested the establishment of a wellness program with possible commitment of grant dollars from GHT. Discussion with a recommendation of a planning meeting to implement a program in the 2008 budget.

Discussion of confidential information received on applications and attachments during recruitment. The policy will remain in effect that requires application review to be done in the Human Resources Office.

Evaluation form for Department Heads was postponed until the September meeting.

Negotiations, Grievances and Arbitration update was given by Joseph Ruf.

The 2008 Human Resources budget review of requests, expenditures, objectives and worksheets. Discussion. Motion by Pufahl/Richmond to approve the total budget package inclusive of the budgets for Safety/OSHA, Human Resources, Unemployment Control and Employee Retirement. Motion carried unanimously.

**Adjournment:**

Motion by Pufahl/Ford to adjourn at 12:34 P.M. Motion carried unanimously.

Respectfully submitted,  

Recording Secretary,

______________________________  __________________________
Doug Richmond  
Secretary  
Jane Bescup  
HR Program Coordinator

cc: HR Committee, Chair Baumgartner, Supervisor Ross, Joseph Ruf, County Clerk, Accounting, Sheriff Richards, Erik Pritzl, John Hartman, Kurt Dey, David White