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, Neil Ford, Dr. Curtis, Doug Richmond and Brian Landers.

Also Present

Debra Wopat, Joseph Ruf, Erik Pritzl, John Bluemke, Kurt Dey, Darrel Kuhl, Susan Raimer and Lyn Jerde – Portage Daily Register

Agenda Approval

Motion by Curtis/Ford to approve agenda as presented. Motion carried unanimously.

Minutes

Motion by Landers/Ford to approve meeting minutes from the July 1 and July 15 meetings. Motion carried unanimously.

Expenditure Report

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

Health & Human Services

Erik Pritzl, HHS Director, discussed compensation for an employee providing Spanish translation for HHS. The issue was discussed with the HHS Governing Committee and was forwarded to HR without a recommendation. Discussion of standards, alternatives and costs. Motion by Landers/Richmond to compensate the employee for translation services beginning January 1, 2010 at $5.00 per hour above their base hourly wage. To be eligible to receive translation pay an employee must: 1) demonstrate the ability to provide simultaneous translation; 2) have completed a course of study equivalent to a four year degree in the specific language or be certified as a language interpreter; or, 3) have the proven ability to understand English and the translating language and the foreign language in the employee’s native tongue. Motion carried unanimously.

Planning & Zoning

John Bluemke, P&Z Director presented a request to refill a position due to a retirement. Discussion of department structure, responsibilities, explanation of positions and statutory requirements. A revised job description was presented for the Zoning and Sanitary Specialist. Motion by Richmond/Curtis to approve the changes to the job description. Motion carried unanimously. Motion by Richmond/Ford to approve the replacement request for a Zoning and Sanitary Specialist. Motion carried but not unanimously, Chair Susan Martin opposed. The advertisement for this position will use internet resources before newspaper publication. A position reclassification request within the department will be addressed during union contract negotiations.

Sheriff

Jailer – 2010 budget request

Information was shared with the committee on management of Jail inmates’ personal accounts. New requirements will lead to restructuring staff. Job descriptions and a revised organizational chart will be presented at a future meeting.

Highway

A possible nepotism issue has been resolved. Discussion of nepotism policy.

Human Resources

Compensatory time review

Susan Raimer, Clerk of Courts, was asked to explain the excessive balances and continued accumulation of compensatory time in the Clerk of Courts Office. The Committee is encouraging lower balances not to exceed 80 hours which is the accrual limit established in the Personnel Policy and Procedures Manual. Erik Pritzl, HHS Director, explained balances and noted there have been reductions in the balances and accumulation of compensatory time at HHS.

2010 Human Resources and Safety Budget

Review of presented 2010 HR and Safety Budget. Discussion. Motion by Richmond/Landers to approve the budget with recommended changes. Motion carried unanimously.
Approach to Layoffs
Discussion of layoffs, furloughs, legal issues, departments and comparable counties addressing the current economic situation.

Grievances, Negotiations, Mediations and Arbitrations
Joe Ruf updated the committee on grievances, mediations, arbitrations and negotiations.

Review of Department activities
The Committee reviewed the monthly summary of the 2009 HR/Safety budget. Discussion of current recruitments.

Closed session
Motion by Landers/Richmond to go into closed session at 12:04 PM per WI State Statute Section 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (1)(g) conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. [Address 2010 ATB (Across the Board) increase for non-union personnel; Resolution – Authorize Transfer to Fund Additional Unbudgeted Cost of Professional Union Accretion Case] The Committee may vote to reconvene in open session if it goes into closed session. Committee roll call was unanimous to go into closed session.

Open session
Motion by Richmond/Landers to reconvene in open session at 12:41 PM. Committee roll call was unanimous.

Next Meeting Date
There will not be a September HR meeting. The next HR meeting will be Wednesday, October 7, 2009 at 9:00 AM.

Adjournment
Motion by Curtis/Richmond to adjourn the meeting at 12:44 PM.

Respectfully submitted,

[Signatures]

Brian Landers
Committee Secretary

Recording Secretary,

[Signatures]

Jane Bescup
HR Program Coordinator

cc: HR Committee, County Board Chair Debra Wopat, Vice Chair Robert Westby, Joseph Ruf, County Clerk, Erik Pritzl, Susan Raimer, Sheriff Dennis Richards, Darrel Kuhl, Kurt Dey, John Bluemke