HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, August 6, 2008 9:30 A.M.
Columbia County Annex 120 West Conant Street Portage, WI 53901
(608) 742-9667 FAX (608) 742-9802
Email: human.resource@eo.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 9:34 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 Vice Chair Robert Westby, John Hartman, Kurt Dey, TO Boge, Amy Yamriska, Janelle Zacho, Erik Pritzl, Jack Bernfeld (AFSCME rep), Lori Bednarek, Jeanne Fuchs, Tim Gavinski, Glen Fischer, Tim Fisher, Mike Arndt

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

Minutes
The July 7, 2008 HR minutes and Joint HR/Executive meeting were reviewed. Motion by Landers/Ford to approve minutes as submitted. Motion carried unanimously.

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

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Health Care Ctr
Amy Yamriska requested approval of the job description for a Supervisor of Ward Clerks and Medical Records at the Columbia Health Care Center. Discussion. Motion by Landers/Richmond to approve the job description as presented. Motion carried unanimously.

Management Information
John Hartman, MIS Director, presented job descriptions for Infrastructure Support Specialists (ISS). Review of changes to the ISS1, ISS2 and ISS3 were discussed. Motion by Curtis/Ford to approve all 3 job descriptions with changes as submitted. Motion carried unanimously.

Clerk of Court
A personal leave request was presented for an employee in the Clerk of Courts Office who has used 12 weeks of Family Medical Leave. The employee is working in a part time status. Motion by Landers/Curtis to approve the request as submitted. Motion carried unanimously.

Sheriff
Request was submitted by an employee who has exhausted FML, benefits and prior personal leave requests. Motion by Richmond/Ford to approve the personal leave request. Motion carried unanimously.

Health & Human Services

Grievance
Jack Bernfeld, AFSCME representative, explained the reclassification request of the Elderly Benefits Specialist (EBS) to move from the Courthouse Union to the Professional Union. Lorie Bednarek, the employee who is in the position currently, provided documentation and gave a presentation of the job responsibilities. Erik Pritzl, HHS Director, described the changes in structure of HHS programs mandated by the State and the options provided for restructuring from the State. An explanation of the Disability Benefits Specialist (DBS) was provided, the duties were assigned to a Social Worker to fulfill. The requirements, regulations and certification differences between the EBS and DBS were discussed. Motion by Richmond/Landers to defer the decision until the September HR meeting. Motion carried unanimously.

Flooding — Compensatory time
Flooding that occurred in June required some Health and Human Services employees to put in additional hours working in Recovery Centers established by FEMA in Columbia County. FEMA will reimburse 85% of the cost, Emergency Management and Accounting are reviewing the process for submission of the cost.
Motion by Ford/Curtis to approve compensatory payout complying with FEMA process pending approval of the HHS Committee. Motion carried unanimously.

**Public Health Nurse**
Request from Erik Pritzl, HHS Director, to pay out compensatory time earned at the Lodi Wellness Fair in October for a PHN. The cost will be paid through Tobacco Grant dollars. Discussion. Motion by Curtis/Richmond to approve the request pending approval from the HHS Committee.

**Highway**

**Subpoena grievance**
Jack Bernfield (AFSCME representative), presented a grievance filed for subpoena reimbursement. Tim Fisher, Patrolman, received a subpoena relating to a personal issue. Article 12 Section 12.01 addresses Jury Duty, Subpoena Duty. If an employee is subpoenaed for County or other government matters compensation is received. Discussion. Motion by Curtis/Landers to deny the grievance. Motion carried unanimously.

**Call in and overtime compensation grievance**
Jack Bernfield, AFSCME representative, explained the contents of the grievance pertaining to call in. Kurt Dey, Highway Commissioner, explained the rotation of 4 supervisors alternating on call weekends and response time consideration. Discussion. Motion by Ford/Curtis to deny the grievance. Motion carried unanimously.

**Parts Department**
The union expressed a concern regarding an agenda item discussed by the Highway Committee. The discussion of options to outsource the parts department was informational in nature.

**Courthouse Contract, AFSCME, AFL-CIO Local 2698-B grievance**
The 2698-B grievance filed for out of classification pay by an employee in the DA’s Office. Heather Heiser, Clerk Typist II in Range 5 states she is performing duties as a Legal Secretary, Range 3. Discussion. The DA was unable to attend the meeting. Motion by Richmond/Curtis to defer the decision to the September 3, 2008 HR meeting when the DA can be in attendance. Motion carried unanimously.

**District Attorney**

**2009 Human Resources and Safety Budgets**
The 2009 budget was presented and discussed. Motion by Curtis/Richmond to forward the Budget as presented to the Finance Committee for approval. Motion carried unanimously.

**Across the Board increase for 2009**
As part of the annual budget process, the HR Committee recommends an increase for Non-Union personal. Discussion. Motion by Curtis/Richmond recommending a 0% increase to the Finance Committee in 2009 for non represented employees. Motion carried unanimously.

**WCA/ELO**
The discussion of questions to be submitted will be postponed until the September meeting.

**Compensatory time**
Compensatory time balances over 80 hours were reviewed. The committee requested that a copy be sent to the Finance Committee monthly for review.

**Communications Update**
The committee was informed of correspondence sent by Joseph Ruf III to resolve concerns regarding internal and external matters.

**Performance Evaluation for Department Heads**
The performance evaluation process was updated by Chair Martin. Supervisor Ford obtained a variety of evaluation forms which will be used to formulate the updating of the current county evaluation form. The department heads who are working on this issue have
tentatively been scheduled to provide a presentation in October to the HR Committee.

**Wellness Program**

Group Health Trust (GHT) has approved and disbursed a payment to Columbia County for 2008 in the amount of $9,325.00. A portion of the money will be used to offer flu shots to employees in the fall of 2008.

**Health Insurance**

Joseph Ruf III discussed the Request for Proposal (RFP) that was prepared to send to various insurance companies seeking bids on the health insurance plan. Discussion. The requests received will be handled and compared internally preferring to decline outside consultants. Motion by Curtis/Landers to direct the HR Office to send out the RFP. Motion carried unanimously.

**Grievances, Mediations and Arbitrations**

Joseph Ruf updated the committee on grievances and potential grievances.

**Negotiations**

The status of 2 contracts being negotiated for 2008 (Health Care Center and Highway) was discussed.

**Department Activities**

The solicitation for donated sick time was discussed. Use of the County email system to send “all staff” emails seeking donations of sick time was deemed inappropriate. The next HR meeting will be Wednesday, September 3, 2008 at 9:00 AM. Motion by Curtis/Ford to adjourn at 2:02 P.M.

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**Meeting Dates**

**Adjournment:**

Respectfully submitted,  

Brian Landers  
Secretary

Recording Secretary,  

Jagic Bescup  
HR Program Coordinator

cc: HR Committee, County Board Chair Debra Wopat, Joseph Ruf, County Clerk, Sheriff Richards, John Hartman, Amy Yamriska, Susan Raimer, Erik Pritzl, Kurt Dey, TO Boge, Susan Raimer, Jane Kohlwey