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

**Call To Order**
Committee Vice Chair Daniel See called the meeting to order at 9:04 A.M.

**Members Present**
Debra Wopat, Daniel See, Andy Ross, Robert Westby, Dr. J. Robert Curtis

**Also Present**
Joseph Ruf, Susan Martin, Sandra Roberts, Lois Schepp, Cathy Karls, Sheriff Rowe, Kurt Dey, T.O. Boge, David White-AFSCME, Ann Griffin, Jeanne Persike, Cheryl Kohlhagen, Rick Wendt, John Stott, Paul Ferguson-Daily Register

**Agenda Approval**
Motion by Westby/Curtis to approve the presented agenda. Motion carried unanimously.

**Minutes**
Minutes reviewed from the August 3, 2005 meeting. Motion by Westby/Curtis to approve minutes as presented. Motion carried unanimously.

**Expenditure Report**
Motion by Curtis/Westby to approve Governing Committee Expenditure Report as presented. Motion carried unanimously.

**Health & Human Service**
Sandra Roberts, Health and Human Services Director, requested the replacement of a Clerk Typist I who signed a union posting to transfer to another position within the agency. Revisions to the job description were presented and discussed. Motion by Ross/Curtis to approve job description as amended. Motion carried unanimously. Motion by Westby/Curtis to approve replacement request. Motion carried unanimously. The committee, by consensus, permits continuation of replacing staff to current levels through this hiring cycle affected by the internal transfers at Health and Human Service.

**Sheriff**
Sheriff Rowe requesting replacement of a Jailer. Request is due to the promotion of a Jailer to Deputy. The request needs approval from Judiciary and Executive Committees. Motion by Curtis/See to approve the replacement request. Motion carried unanimously.

**Health Care Center**
Joe Ruf addressed a concern from the Health Care Center regarding the possibility of a resignation by the Director of Nursing (DON) who started employment on August 2, 2005. He received an offer of employment and is considering accepting the position. Discussion of the necessity of a replacement request and committee(s) approval if a resignation is submitted. Motion by Ross/Westby to allow recruitment without the need to repeat the replacement request/committee approvals because of the recent hiring of a DON and position being mandated at the Health Care Center. Motion carried unanimously.

**Highway**
Personal leave for a Highway employee was not necessary at this time.
Grievances

ACCOUNTING
Grievance filed by AFSCME, AFL-CIO, Local 2698-B, Courthouse contract on behalf of Cheryl Kohlhagen an Accounting Aide. The grievance contents consists of release from employment on May 25, 2005, during a probationary period. David White, AFSCME representative, addressed the committee regarding the grievance. Employee originally hired in the District Attorney’s office on October 4, 2004. Union Contract, Article 6, Probationary Period, states employees serve a six (6) month probationary period and are not eligible to sign a job posting as they shall not attain any seniority rights. Ineligible to sign the posting for an Accounting Aide Ms. Kohlhagen submitted an application for the position and was chosen from a list of external applicants. A letter confirming her employment as an Accounting Aide effective February 28, 2005 was sent stating “Your 6 month training period had yet to be completed when you were selected for the Accounting Aide position, consequently you will serve a 6 month training period as an Accounting Aide with the Accounting Department.” Discussion on interpretation of contract language relevant to probationary period. Union is requesting employee be reinstated and made whole for wages and benefits. Motion by Westby/Curtis to deny grievance. Motion carried unanimously.

HIGHWAY
Kimberly Birkett was released from employment with Highway & Transportation on July 28, 2005. Ms. Birkett has been absent from work since mid November of 2004 with a continuing medical condition. Family Medical Leave and all accrued benefits have been depleted though she has continued as an employee in an unpaid status. Recent documentation established an inability to obtain a Commercial Drivers License (CDL) which is a mandated requirement of an Equipment Operator. David White, AFSCME representative of AFL-CIO, Local 995, Highway contract discussed the grievance. The union requests reinstatement of Ms. Birkett to the position from which she was released and to make whole and remove any reference of this discipline from her personnel file. Motion by See/Ross to follow advice of legal counsel and deny the grievance. Motion carried unanimously.

2006 ATB
Human Resources Committee recommendation to the Finance Committee for a 2006 Across the Board (ATB) increase for non represented employees. Discussion. The 2006 Health Insurance rate increase has not been received to be factored into this decision. Motion by Westby/Ross to recommend a 2006 ATB increase for non-represented employees of 1.5% to the Finance Committee. Motion carried with 1 opposition from Mr. See.

Human Resources
2006 Human Resources Budget
Joe Ruf explained the budgets he is responsible for including Corporation Counsel, Child Support and Human Resources (2006 includes Safety). The time for Corporation Counsel staff is split 4 ways including all of the above and work also done for Health and Human Service. Discussion.
Motion by Westby/Curtis to approve HR personnel budget (1431). Motion carried unanimously.
Motion by Ross/See to approve HR Unemployment Compensation budget (1432). Motion carried unanimously
Motion by Curtis/Westby to approve HR Employee Retirement Payout Pool (1433). Motion carried unanimously.
Motion by Westby/Curtis to approve HR Safety/OSHA budget (1271). Motion carried unanimously.
Motion by See/Westby to approve no request in the Capital Outlay budget (8000). Motion carried unanimously.

Huber Center Project Manager
Review Memo of Understanding defining compensation of the County Project Manager during the Huber/Jail/Sheriff building project. Discussion. Motion by See/Westby to continue compensation until October 31, 2005. A letter will be prepared from Chair Martin confirming the end of the project and compensation. Motion carried unanimously.

Grievances/Mediations/Negotiations
Joe Ruf discussed the currently active grievances, scheduled grievance hearings and progress with the contract negotiations.

Meeting Date
The Human Resources Committee will have its next meeting Wednesday, October 5, 2005.

Adjournment: Motion See/Westby to adjourn at 11:45 AM

Respectfully submitted,                                          Recording Secretary,
                                                                __________________________     __________________________
                                                                Andy Ross                      Jane Bescup
                                                                Secretary                        HR Program Coordinator

cc: HR Committee members, Chair Martin, Vice Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Corporation Counsel, Sandra Roberts, Sheriff Rowe, Kurt Dey, Lois Schepp, David White – AFSCME