Call To Order
Committee Chair Debra Wopat called the meeting to order at 9:02 A.M.

Members Present
Debra Wopat, Barry Pufahl, Neil Ford, Doug Richmond

Excused absence
Dr. Curtis

Also Present
Joseph Ruf, Erik Pritzl, Sheriff Dennis Richards, Michael Babcock

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

Minutes
Minutes reviewed from the August 1, 2007 HR meeting. Motion by Pufahl/Richmond to approve minutes as submitted. Motion carried unanimously.

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

Sheriff
Policy and Procedures
Sheriff Richards and Chief Deputy Babcock presented the revised special provisions contained in the Personnel Policy and Procedures Manual Special Provisions for the Sheriff’s Office. Discussion and suggestions to clarify residency requirements. Committee requested the Sheriff have the Judiciary Committee approve.

Replacement requests
Sheriff Richards requested replacement requests for 3 Jailers due to resignations. Discussion. Motion by Richmond/Ford to approve the 3 replacement requests. Motion carried unanimously.

Health & Human Service
Erik Pritzl, HHS Director, presented 4 replacement requests, associated with previous approvals that have been vacated due to internal union postings. There will not be any changes to the job descriptions. When the postings have been completed there will be 2 vacancies for social workers that will be filled by outside recruitment. There will be an internal posting for 1 Health and Human Service Aide in the Division of Mental Health/AODA. Discussion.

Motion by Pufahl/Richmond to approve replacement of a social worker in the Division of Children & Family. Motion carried unanimously.

Motion by Richmond/Pufahl to approve replacement of a social worker in the Division of Mental Health/AODA. Motion carried unanimously.

Motion by Richmond/Ford to approve replacement of a social worker in the Division of Children & Family. Motion carried unanimously.

Motion by Pufahl/Richmond to approve replacement of a Health and Human Service Aide in the Division of Mental Health/AODA. Motion carried unanimously.

Employee Assistance Program (EAP)
Request for Proposals (RFP) were submitted to provide EAP services for county employees. Discussion. Motion by Richmond/Pufahl recommending renewal of the contract with Aspen Family Counseling to provide EAP services. Motion carried unanimously.

These minutes have been officially approved by the Human Resources Committee.
The educational requirements in the Chief Deputy and Accounting Assistant job descriptions were reviewed. Motion by Pufahl/Richmond to approve changes as submitted. Motion carried unanimously.

Department Head evaluation
Supervisor Ford explained options that would provide a better assessment tool for department head evaluations. Development of statements relevant to the duties contained in the job descriptions could provide a valid assessment tool. Supervisor Richmond discussed a schedule structure for evaluations based in part on committee knowledge of department head responsibilities. The HR Committee will forward to the Executive Committee for discussion at their September meeting.

2008 Across the Board Increase (ATB)
Motion by Richmond/Ford recommending the 2008 non-union employee increase not exceed 2.85%.

Update on grievances, arbitrations and union contract negotiations.

October 3, 2007 will be the next HR meeting with the location and time to be determined.

Motion by Pufahl/Ford to adjourn at 11:12 A.M. Motion carried unanimously.

Respectfully submitted,  
Recording Secretary,

____________________________  ________________________
Doug Richmond                Jane Bescup
Secretary                     HR Program Coordinator

cc:  HR Committee, Chair Baumgartner, Joseph Ruf, County Clerk, Sheriff Richards, Erik Pritzl