HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, October 1, 2008  9:00 A.M.
Columbia County Annex   120 West Conant Street  Portage, WI  53901
(608) 742-9667  FAX (608) 742-9802
E-mail: human.resource@co.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 9:00 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, Kurt Dey, TO Boge, Erik Pritzl, Deanna Kelley (HHS intern), Jane Kohlwey,
Jack Bernfeld (AFSCME rep), Mike Arndt, Jeanne Fuchs, Stephanie Bloomingdale (WFNHP rep),
Barb Salna, Mary Meyer, County Board Chair Debra Wopat, Lyn Jerde (Portage Daily Register),
Representatives (3) from Precision Retirement Group

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

Minutes
Motion by Richmond/Ford to approve minutes from the September 3, 2008 HR meeting 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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District Attorney
The committee previously delayed the decision on a grievance pending the District Attorney's
attendance and account of the events. Jane Kohlwey, DA, addressed the out of classification
grievance filed by Heather Heiser, Clerk Typist II. The grievance states the employee was
performing duties of a Legal Secretary. Kohlwey acknowledged assignment of duties contained in
the Legal Secretary job description, but once the grievance was filed reassigned duties to meet the
job description of a Clerk Typist. Committee discussion on two separate issues was discussed, out of
classification pay and the 2009 budget request for reclassification. Motion by Landers/Ford to
approve the 2009 reclassification of the full time Clerk Typist II position, currently held by Heather
Heiser, to a Legal Secretary. Motion carried unanimously. Motion by Richmond/Curtis to approve
out of classification payment retroactive from January 1, 2008 for the entire year of 2008. Motion
carried unanimously.

AFSCME Unions

Sick leave donation
Jack Bernfeld, AFSCME representative, presented a grievance on behalf of the 5 AFSCME
Contracts (Courthouse, Health Care Center, Professional, Sheriff Non-Sworn and Highway)
regarding the solicitation of sick leave donations utilizing the County e-mail system. There is a
written e-mail policy which is signed by all new employees. County e-mail is subject to the open
records law which could conflict with the ability to maintain the confidentiality of private medical
information. Supervisor Landers, MIS Committee member, shared information that MIS is
researching options for an employee discussion board, accessible only to County employees and not
subject to open records requests. The MIS Committee will be discussing this issue further at its
October meeting. The Committee and Union agreed to address this topic again at the December
2008 HR meeting.

Non Sworn
Representatives from Precision Retirement Group provided a short presentation. The Precision
program converts an employee’s accumulated benefits at retirement into a mandatory account that
can be used to cover post employment health coverage. The program provides tax savings to both
employer and employee. Discussion and questions. Savings from participation will be assessed and
review will take place in the future.

Health & Human Services

Social Worker job description
Erik Pritzl, HHS Director, updated the social worker job description adding a certification
qualification under the education requirement. Motion by Richmond/Curtis to approve the change in
the job description. Motion carried unanimously.
Division of Economic Support Specialist (ESS)
Relating to the previously approved replacement of an Economic Support Specialist, Pritzl requested to continue the hiring process for vacancies that result due to internal postings. Motion by Curtis/Ford to approve filling positions until fully staffed. Motion carried unanimously.

Public Health Nurse Grievance
Stephanie Bloomingdale, WFNHP representative, presented a grievance regarding prorated benefits filed by Public Health Nurse, Barb Salna who works on a less than full time schedule. Discussion on budgeted hours, State of WI fiscal year schedule effects on funding and grant dollars. Motion by Curtis/Richmond to resolve at the end of 2008 by review of actual hours worked with an adjustment to benefits as necessary. Motion carried unanimously.

Master Mechanic vacancy request was dropped. CDL (Commercial Drivers License) requirements, County policy and consequences of an OWI were part of a discussion by Highway Commissioner, Kurt Dey, AFSCME representative, Jack Bernfeld, HR Director Joseph Ruf and the Committee. A Highway employee recently was cited for OWI. All Highway positions require a Class A CDL. The Federal Law changed as part of Homeland Security linking the regular drivers license (Class D) and CDL (Class A). In the past, an exception was made granting an occupational license but that has changed under the new regulations. An OWI results in an automatic loss of license regardless of the citation being received on personal time. The union would like the County to review alternatives to termination but all current Highway job descriptions include a CDL requirement.

WCA/ELO
Joseph Ruf shared the information received from WCA on the Employee Life Option (ELO) benefit. Discussion. Motion by Curtis/Ford to reject the offer from WCA for the ELO plan. Motion carried unanimously.

Courthouse Security
Recently an e-mail was sent by Buildings and Grounds Director, Cory Wiegel, regarding doors at the Courthouse being propped open causing concern for building security. The Property and Insurance Committee will address the issue at its October meeting.

Grievances, Mediations and Arbitrations
Joseph Ruf updated the committee on a recent arbitration decisions.

Negotiations
The Health Care Center 2008 contract was ratified by the local union and will be placed on the agenda for the County Board October meeting pending receipt of the contract. The Highway union remains the only open contract for 2008.
The next HR meeting will be Wednesday, November 5, 2008 at 9:00 AM. Motion by Curtis/Richmond to adjourn at 11:51 AM.

Respectfully submitted,

Brian Landers
Secretary

Recording Secretary,

Jane Bescup
HR Program Coordinator

cc: HR Committee, County Board Chair Debra Wopat, Vice Chair Robert Westby, Joseph Ruf, County Clerk, Erik Pritzl, Kurt Dey, Jane Kohlwey, Jack Bernfeld (AFSCME), Stephanie Bloomingdale (WFNHP)