HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, October 6, 2010    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, Barry Pufahl, Doug Richmond, Brian Landers

Members Absent
Neil Ford

Also Present

Agenda Approval
Minutes
Motion by Pufahl/Landers to approve the agenda as presented. Motion carried unanimously.

Motion by Pufahl/Richmond to approve meeting minutes from August 4, 2010 HR meeting and September 15, 2010 Joint HR/Executive meeting. Motion carried unanimously.

Expenditure Report
Motion by Landers/Pufahl to approve Governing Committee Expenditure Report as presented.

Motion carried unanimously. The expenditure report approval recently changed substituting a signed copy submitted to Accounting with confirmation through Governing Committee minutes.

Discussion of the necessity of signed minutes as approval. Motion by Landers/Richmond to continue approval through HR Committee minutes. Motion carried unanimously.

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WCA
Life Insurance
Michael Blaska, WCA representative, described a whole life insurance program offered through Boston Mutual Life Insurance Company. Discussion on eligibility, premiums, company and various aspects of the benefit.

Organ Donation
Discussion of organ donation and associated leave for procedure. Cases will be addressed on an individual basis.

American Automobile Association (AAA)
Mike Blaska provided information on AAA membership and associated insurance savings programs available at a discount through WCA.

Discussion. Motion by Pufahl/Richmond to not take any action on the WCA topics at this time. Motion carried unanimously.

AFLAC
Steve Speichinger, AFLAC representative, presented information on expanded products, consolidation of plans, open enrollment period, claim payments and billing process. Questions and discussion. Motion by Richmond/Pufahl to allow the update of AFLAC product line. Motion carried unanimously.

Sheriff
Replacement requests
Chief Deputy Michael Babcock and Captain Darrel Kuhl requested replacement of one Jailer and one Dispatcher due to a Jailer being promoted to Deputy and a Dispatcher retirement. Questions and discussion. Motion by Pufahl/Richmond to approve the replacement request of one Jailer and one Dispatcher because of impact on the Sheriff’s Office. Motion carried unanimously.

Health & Human Services
Replacement Request
Erik Pritzl, HHS Director, requested replacement of a Health and Human Services Aide due to a retirement. The funding source is supported through an annual grant and DOT funding. The request to replace is limited to an internal union posting only. Discussion. Motion by Pufahl/Landers to approve the the internal transfer through union posting. Motion carried unanimously.

Increase in hours
Request to increase the hours of the Restitution and Community Service Coordinator through ARRA funding. 2010 hours would increase 5 hours per week for 11 weeks using $1,473.67. Discussion. Motion by Richmond/Martin to approve the 5 hour increase for 2010. Motion failed due to the lack of majority vote.

Personal Leave request
Committee informed of a possible need for future personal leave request extension. No action was necessary.
Grievances:  

*Non-Sworn – AFSCME Local 2698C lay off recall*

Neil Rainford, AFSCME representative, presented a grievance based on a layoff in the secretary/clerical classification of the Sheriff’s Non Sworn contract. Employees laid off receive payment for accrued benefits in accordance to the union contract, including sick, vacation, compensatory time, holidays and longevity. The grievant, Peggy Jobe, was recalled to a secretary/clerical position and has submitted a grievance settlement request. The request includes reimbursement for mileage, uniform allowance, health insurance, back pay for regular and overtime hours she would have worked and reinstatement of the accrued sick and vacation benefits upon repayment. Also addressed in the settlement is a procedure for handling bumping within the union across classifications (Jailer, Dispatcher, Secretary). Discussion. Motion by Pufahl/Richmond to deny elements 1 – 6 in the settlement document and refer the last paragraph regarding bumping procedures to the Negotiating Committee to resolve. Motion carried, not unanimously.

*Courthouse – AFSCME Local 2698B step increase*

Neil Rainford, AFSCME representative, addressed a grievance concerning a step increase date. The employee, Julie Crawford, was hired part time as a Nutrition Aide with the WIC program in the Health Department on December 30, 1993. She worked in excess of 800 hours which qualified her to become a member of the Courthouse Union AFSCME Local 2698B on October 23, 1995 changing her job title to Clerk I and accruing benefits. In December 2005 she filed a grievance and was awarded an adjustment to her seniority and vacation accrual to her original hire date, December 30, 1993. The current grievance requests the step increase date be changed to the original date of hire and back pay be paid. Discussion. Motion by Pufahl/Landers to approve the grievance and make the employee whole allowing the 15 year step increase to be received based on the December 30, 1993 original hire date. Motion carried unanimously.

*Non-Sworn – AFSCME Local 2698C - discipline*

The union requested that the grievance go directly to arbitration or be addressed in closed session. A non-represented employee at Columbia Health Care Center was dismissed and submitted a complaint. The former employee did not appear. Discussion. Motion by Pufahl/Landers to deny the complaint.

Health Care Center

*County office hours*

Joe Ruf addressed various schedules in departments, public availability, flex schedules, lunch hours and future hours of service.

*HR Director Performance Planning Guide*

Performance Planning guide presented, reviewed and approved for HR Director with additions.

*Grievances, Arbitrations, Negotiations*

Joe Ruf informed the committee of the PEHP/VEBA arbitration hearing at the end of October, recent filed grievances and other issues involving union matters and reopening of 2011-12 negotiations beginning of November.

Department budget and activities

Review of current budget by the Committee and department activities discussed by Joe Ruf.

Next Meeting Date

The next HR Committee is scheduled for Wednesday, November 3, 2010 at 9:00 AM.

Adjournment

Motion by Richmond to adjourn at 12:10 PM

Respectfully submitted,

Barry Pufahl  
Committee Secretary

Recording Secretary,

Jane Bescup  
HR Program Coordinator

cc: HR Committee. County Board Chair Robert Westby, Vice Chair Andy Ross, Joseph Ruf, County Clerk, Erik Pritzl. Sheriff Dennis Richards, Amy Yamriska, Neil Rainford-AFSCME