Call To Order
Committee Chair Susan Martin called the meeting to order at 9:02 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 Chair Debra Wopat, Erik Pritzl, Sheriff Dennis Richards, Amy Yamriska, Karen Nelson, Cory Wiegel, Lisa Walker, John Hartman, Supervisor Andy Ross

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

Minutes
Motion by Ford/Richmond to approve minutes as submitted from the meetings held on October 5, 2008 and October 15, 2008. Motion carried unanimously.

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

Sheriff
The Judiciary Committee addressed the Records Retention Policy at their October 8, 2008 meeting and requested review by the HR Committee. Human Resources Director, Joseph Ruf and Sheriff Dennis Richards explained the County personnel records retention policies (County Ordinance, Title 4, Records), the County Policy and Procedures, (Section 7.20-7.21) and State regulations (WI State Statutes 103.13) that govern personnel records. Discussion on specific types of information contained within personnel files. Motion by Ford/Curtis to approve continuation of the present system of maintaining personnel files. Motion carried unanimously.

Health Care Center
CHCC Administrator, Amy Yamriska, presented information in support of the request to increase the pay grade for Registered Nurses (RN) and Nurse Managers. Discussion of competitive rates, impact on recruitment and hiring, contract agency costs and CHHC budget. The reclassification request has been approved the HCC Committee as follows:
- RN’s from Grade 8 to Grade 9 with flexibility to hire up to a Step 7 based on experience.
- Nurse Managers from Grade 10 to Grade 11 with flexibility to hire up to a Step 7 based on experience.

Motion by Landers/Richmond to approve the reclassification request as proposed. Motion carried unanimously.

UW Extension

Alternative Work Schedule
Karen Nelson, UW Extension, requested approval of an alternative work schedule for an Administrative Assistant in the UW Extension Office represented by AFSCME, Local 2698-B, Courthouse Union contract. Agreement was approved by the governing committee and distributed for committee review. Discussion and recommendations. Motion by Landers/Ford to approve the alternative work schedule reserving the right to review at the February 2009 HR Committee meeting to ensure the schedule is working to serve the office and public. Motion carried unanimously.

Replacement request
Request approval to replace an Agriculture Agent due to a resignation. Columbia County provides 40% of salary and fringes for this position with the remaining 60% funded by State dollars. The recruitment expense and application process is the responsibility of the State. Motion by Richmond/Landers to approve the replacement request. Motion carried unanimously.

Buildings & Grounds
Director of Building and Grounds, Cory Wiegel, at the request of the Property Committee, addressed Employee ID/Access Cards that allow for County Building access and use of gas pumps when authorized by the employee’s Department Head. Revisions to the Building Rules were distributed. Discussion on the consequences to employees with the addition of fees to cover the replacement cost of lost ID cards and disciplinary deactivation of card for 30 days when propelling open secure doors. The building rules are posted on CCWeb where employees can access them. Motion by Richmond/Curtis to approve the revisions as presented. Motion carried unanimously.
Health & Human Services Director, Erik Pritzl, provided information on a recent grievance filed by the Courthouse union. The Economic Support Lead Worker job description contained duties and requirements that are irrelevant due to program changes. In an effort to resolve the grievance, revisions were made to update the job description and presented for approval. Discussion. The Health and Human Services Committee will approve at their November meeting. The vacancy will be posted again once all approvals are received. Motion by Curtis/Landers to approve the job description as presented. Motion carried unanimously.

Human Resources

Department Head Evaluations
Three Department Heads volunteered to review the structure of the evaluation process and form, John Hartman, MIS Director; Lisa Walker, Register of Deeds and Kurt Calkins, L&W Director. Thirteen counties submitted their evaluation forms to serve as a model in the development of the evaluation. A sample of the suggested new evaluation was distributed. Department Heads and Elected Officials were contacted for feedback and their ideas were incorporated. The consensus was to make the evaluation process a communication tool between the Governing Committees and Department Heads. The review committee recommended that goals be established in four competencies: Customer Support, Communication, Project/Planning and Fiscal Management. The HR Committee will further review at the December meeting and discuss implementation.

Post Retirement
Employee retirement payout totals for a 3 year period were reviewed to compare savings by participation in a Post Retirement Plan. Precision Retirement Group gave a presentation at the October meeting. Information was shared on the internal fiscal government reporting requirements (GASB45) specific to retiree benefits. Discussion. Motion by Curtis/Landers to decline participation in a Post Retirement Benefit Plan because it does not provide significant enough savings to the County. Motion carried unanimously.

Grievances, Negotiations, Mediations and Arbitrations
Joseph Ruf updated the committee on upcoming union contract mediations with Highway and Professional accretion. The reopening of negotiations for contracts that expire December 31, 2008 has not been scheduled. Five new grievances have been filed.

Workers Compensation
HR was contacted by a representative from Wausau Signature Agency to quote the cost of providing workers compensation insurance. Discussion, decision to stay with current provider, AEgis Corporation.

Group Health Trust (GHT) Board meeting
Supervisor Andy Ross informed the committee of the GHT meeting at Glacier Canyon Lodge in Lake Delton on December 12, 2008 beginning at 8:00 AM.

Next Meeting Date
The next HR meeting will be Wednesday, December 3, 2008 at 9:00 AM.

Adjournment
Motion by Curtis/Landers to adjourn at 11:43 A.M.

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, Amy Yamriska, Sheriff Dennis Richards, Karen Nelson, Cory Wiegel, John Hartman, Lisa Walker, Kurt Calkins, Andy Ross