**Call To Order**

Committee Chair Debra Wopat called the meeting to order at 9:02 A.M. The meeting was properly noticed and published.

**Members Present**

Debra Wopat, Barry Pufahl, Neil Ford, Doug Richmond, Dr. Curtis Pufahl left the meeting at 10:18 AM to attend the Judiciary Committee meeting which coincided with HR this month.

**Also Present**

Joseph Ruf, Erik Pritzl, Sheriff Dennis Richards, Michael Babcock, Mary Saunders

**Agenda Approval**

Motion by Pufahl/Curtis to approve agenda with a change in minute dates from September 5 and September 19 to October 3, 2007 and October 17, 2007. Motion carried unanimously.

**Minutes**

Minutes reviewed from the October 3 and October 17, 2007 meetings. Motion by Curtis/Richmond to approve minutes as submitted. Motion carried unanimously.

**Expenditure Report**

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

**Child Support**

Mary Saunders, Child Support Administrator, requesting replacement of a Legal Secretary. There are no changes to the job description and previous approval was received from the Judiciary and Executive Committees. Discussion. Motion by Pufahl/Ford to approve the replacement request. Motion carried unanimously.

**Sheriff**

**Jailer replacement request(s)**

Sheriff Richards requested replacement of two (2) Jailer positions due to resignations. Discussion. Motion by Richmond/Ford to approve the 2 replacement requests. Motion carried unanimously.

**Holiday Hours**

Request to restore 2 Holidays (16 hours) that were not used or compensated to a Jailer in the 2006. Discussion. Motion by Curtis/Richmond to approve restoring 16 holiday hours to the employee. Motion carried unanimously.

**Salary review**

Information was reviewed concerning several Sheriff Lieutenants requesting a wage review of their compensation. Explanation of the Carlson Dettman adopted pay structure. Discussion. Item will be placed on the December Human Resources agenda.

**Health & Human Service**

Erik Pritzl, HHS Director, explained the implementation of the Aging & Disability Resource Center (ADRC), replacing Long Term Support. The aging programs will follow federal and state laws and is funded through grant dollars. The staff required for the programs was submitted for approval. Internal staff will be used to fill the positions.

**ADRC and COA (Commission on Aging) Director.** Motion by Curtis/Ford to approve the job description with recommended change and approve establishing the new position. Motion carried unanimously.

**One (1) Social Worker – new ADRC position** The social worker in this new position will require extensive training provided by the State. The current Social Worker job description will be used for this position. Motion by Curtis/Pufahl to approve the position request. Motion carried unanimously.

**Two (2) Social worker** position requests will be posted and duties will be assigned to fulfill the ADRC requirements. Motion by Curtis/Richmond to approve the position requests. Motion carried unanimously.
Clerk Typist II position will be an internal transfer supervised by the ADRC/COA Director. The current job description will be used with duties and responsibilities assigned related to the ADRC/COA requirements. Motion to approve the position by Curtis/Richmond. Motion carried unanimously.

Replacement request for Director of Nursing (DON) due to a resignation. Discussion. Motion by Curtis/Ford to approve the DON replacement request.

Columbia Health Care Center

Fire Leave
A Highway employee submitted a request for committee consideration, that would allow members of volunteer fire departments paid leave during the day for fire department emergencies. Discussion. The request is denied by motion of Wopat/Curtis, noting the Highway department is currently reduced by 7 employees. Various volunteer organizations are supported by employees, precedent cannot be set to allow employees to leave work in support of their chosen volunteer organization while remaining in a paid status. Motion carried unanimously.

Compensatory time payout
Policy & Procedures Section 7.6 (7) Overtime; Compensatory Time, addresses the guidelines for managing compensatory time. The accrual limit for any employee is 80 hours. If an employee transfers to another department the compensatory time balance is paid out with the expense charged to the department where time was accumulated. Discussion. The Executive and Finance Committees will discuss the options of compensatory time payout and the HR Committee will readdress.

Advertising Contract
Distribution of material regarding options available to assist in the reduction of advertising cost. Discussion. Tabled until a future meeting, Executive and Finance committees may review.

AFLAC
The AFLAC company representative is requesting that employees be allowed to use County office fax machines to submit personal claims toll free. Discussion. Motion by Richmond/Ford to deny the use of county owned fax machines/equipment for employees personal use. Motion carried unanimously.

Department Activity
There will be an increase in filing fees by the Wisconsin Employment Relations Commission (WERC) in 2008. The fee will affect the grievance arbitration and mediation expense, increasing from $500.00 to $800.00 per case. The cost is split equally between the union and county. Joe Ruf provided an update on the upcoming and pending grievances, arbitrations and progress in negotiations.

Meeting Date
December 5, 2007 will be the next HR meeting at 9:00 AM.

Adjournment:
Motion by Richmond/Ford to adjourn at 11:34 A.M. Motion carried unanimously.

Respectfully submitted,

Recording Secretary,

Doug Richmond
Secretary

Jane Bescup
HR Program Coordinator

cc: HR Committee, Chair Baumgartner, Joseph Ruf, County Clerk, Sheriff Richards, Erik Pritzl, Amy Yamriska, Mary Saunders