Call To Order

Committee Chair Susan Martin called the meeting to order at 9:01 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, Michael Babcock, Lisa Walker, John Hartman, Kurt Calkins, Erik Pritzl, Deanna Kelley (HHS intern), TO Boge

Agenda Approval

Motion by Richmond/Ford to approve agenda as presented. Motion carried unanimously.

Minutes

Motion by Curtis/Landers to approve minutes as submitted from the November 5, 2008 meeting. Discussion. Motion carried unanimously.

Expenditure Report

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

Sheriff

Chief Deputy Michael Babcock presented a personal leave request for a Jail employee. The Family Medical Leave and benefits have been exhausted due to qualifying medical conditions within the last 12 months. Questions and discussion. Motion by Landers/Richmond to approve the request for a personal leave of absence through January 6, 2008. If more time is required a written request will need to be submitted for approval at the January 7, 2009 HR meeting. Motion carried unanimously.

MIS

An AFSCME grievance for solicitation of donated sick time prompted review of options for an internal posting board through the County intranet. John Hartman, MIS Director, discussed the matter with the MIS Committee previously. Hartman shared the same information with the HR Committee, after discussion it was decided internal development time, cost of purchasing a software program, management of the postings and site monitoring for policy compliance would be cost prohibitive in time and dollars. The eligibility is defined in part by depletion of all accrued available benefits. Motion by Landers/Richmond to approve a procedure for solicitation of donated sick time as follows: The eligible employee will submit a written request to their Department Head requesting approval to solicit donated sick time within the department they are employed. County wide solicitation of donated sick time, eligible under the definition, would require submission of a written request to the Human Resources Committee for approval. Motion carried unanimously.

Health & Human Services

Public Health Nurse

Erik Pritzl, HHS Director, requested to increase 1 Public Health Nurse (PHN) from 75% to 100% in 2009. Explanation of compliance issues, responsibilities and carry over dollars that will fund the position. Discussion. Motion by Curtis/Richmond to approve the increase of one PHN from 75% to 100% for 2009. Motion carried unanimously.

Community Services/Restitution Coordinator

Pritzl discussed the several sources that fund this position and future funding projections. Questions and discussion. Motion by Curtis/Ford to approve increasing the position from 22.5 to 27 hours for 2009. Motion carried unanimously.

Human Resources

Department Head Evaluations

The Committee members shared their views on the process and function of the revised Department Head appraisal document. John Hartman, MIS Director, Lisa Walker, Register of Deeds and Kurt Calkins, L&W Director worked on the development of the document. Input from everyone ensued as to the intent of what the process was to provide for both the Committee and Department Head.
Discussion. Motion by Landers/Ford to accept the proposed document for a trial period in 2009 when feedback will be collected.

**Highway**
Information was provided on the employment reinstatement of the Highway employee terminated due to suspension of the Class A CDL license for an off duty OWI ticket. Charges were suspended as the violation was contested and the suspension was postponed to a date yet to be determined.

**Grievances, Negotiations, Mediations and Arbitrations**
The committee received an update on upcoming grievances that will be heard at a future Human Resources meeting. Mediation sessions on December 18, 2008 are scheduled for the Highway contract which expired 12/31/2007 and the accretion of non union employees into the Professional Union. The 7 union contracts will open for collective bargaining in 2009.

**Next Meeting Date**
The next HR meeting will be Wednesday, January 7, 2009 at 9:00 AM.

**Adjournment**
Motion by Curtis/Landers to adjourn at 11:09 A.M.

Respectfully submitted,                                      Recording Secretary,

[Signature]
Brian Landers                                               [Signature]
Secretary

cc: HR Committee, County Board Chair Debra Wopat, Vice Chair Robert Westby, Joseph Ruf, County Clerk, Erik Pritzl, Sheriff Dennis Richards, John Hartman, Lisa Walker, Kurt Calkins, Kurt Dey