HUMAN RESOURCES COMMITTEE MEETING MINUTES
Wednesday, December 5, 2007  9:00 A.M.
Columbia County Annex  120 West Conant Street  Portage, WI  53901
(608) 742-9667    FAX (608) 742-9802
Email: human.resource@co.columbia.wi.us

These minutes have been officially approved by the Human Resources Committee.

Call To Order
Committee Chair Debra Wopat called the meeting to order at 9:00 A.M. The meeting was properly noticed and published.

Members Present
Debra Wopat, Barry Pufahl, Neil Ford, Doug Richmond, Dr. Curtis

Also Present
Joseph Ruf, Erik Pritzl, Sheriff Dennis Richards, Michael Babcock, Kurt Dey, TO Boge, Cory Wiegel and Dustin Weis (Daily Register).

Agenda Approval
Motion by Curtis/Pufahl to approve agenda as presented. Motion carried unanimously.

Minutes
Minutes reviewed from the November 7, 2007 meeting. Motion by Pufahl/Curtis to approve minutes as submitted. Motion carried unanimously.

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

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Sheriff
Review and discussion of Sheriff Lieutenants wage structure, compensation, responsibilities and similarity between Lieutenants and Sergeant/Detectives. The county’s current financial situation does not permit a review of the non-union pay structure at this time. Management has met with the Lieutenants and explained the circumstances and process.

Highway
Kurt Dey and TO Boge, Highway Commissioner and Asst. Commissioner, requesting to replace 8 positions. Discussion included budget, structure and operations. The Highway Committee support for the requests was uncertain. Supervisor Richmond noted Highway Management controls their budget and has not approached the board to request additional money. Motion by Pufahl/Richmond to support request to replace Highway personnel. The recommendation will be sent to Finance for approval.

Health & Human Service
Erik Pritzl, HHS Director, requesting the following positions:

- **Public Health Nurse (PHN)**
  Grant dollars received for bio terrorism and pandemic funds to increase hours for a PHN. The increase will be 18% and is only applicable for 2008. Motion by Curtis/Ford to approve the increase in hours for 2008. Motion carried unanimously.

- **Social Worker(s) 2 requests**
  2 social worker replacement requests were submitted to fill positions in the Long Term Support Division. 1 due to a retirement and 1 is a replacement for a position vacated by a union posting into the new Division of Aging & Disability Resource Center (ADRC). Discussion. Motion by Curtis/Richmond to approve the 2 replacement requests for the social worker positions. Motion carried unanimously.

- **Replacement requests**
  Motion by Pufahl/Richmond approving continuation to hire for vacant positions originating from the staffing requirement for the ADRC. Motion carried unanimously.

- **Clerk Typist II**
  Request to refill a Clerk Typist II position vacated by an employee who signed a union posting. Motion by Curtis/Ford to approve the request with authorization to continue hiring for vacant positions originating from this specific request. Motion carried unanimously.
**Division Administrator**

Position would consolidate 2 Divisions (Long Term Support and Mental Health/AODA) with a title of Division Administrator - Behavior Health and Long Term Support. A new position description was reviewed with the pay structure in Grade 13 of the Non-Union pay scale. Discussion. Motion by Pufahl/Curtis to approve the new job description and hiring request. Motion carried unanimously.

**Building & Grounds**

Cory Wiegel, Director of Buildings & Grounds, presented a request to replace a Janitor position held previously by employee Ken Smith, who passed away on November 24th at his home. There will not be any changes to the job description. Discussion. Motion by Ford/Curtis to approve the Janitor replacement request. Motion carried unanimously.

**Medical Examiner**

The recent resignation submitted by Marc Playman initiated discussion of the Department Head replacement process. Statutory requirements are being fulfilled by the Chief Deputy ME Angela Hinze, and the department financial operations are overseen by Accounting. The governing committee, Judiciary, will make a recommendation to the Executive Committee concerning replacement with Finance also reviewing options for the department structure.

**Human Resources**

**Compensatory time payout**

Information was shared on the number of employees who are over the accrual limit of 80 hours. Discussion. Tabled for future review.

**Advertising Contract**

Review of options will continue with further consideration.

**Department Activity**

Grievance and arbitration hearings discussed. 6 are pending with the Highway Union, AFSCME, AFL-CIO, Local 995. Negotiations continue, the union(s) membership have ratified the Professional Contract, AFSCME, AFL-CIO, Local 2698-A and the Courthouse Contract, AFSCME, AFL-CIO, Local 2698-B. The County Board of Supervisors will consider ratification of these 2 union contracts at the December 19, 2007 meeting. Sheriff’s Non-Sworn, AFSCME, AFL-CIO, Local 2698-C, negotiations continue with the reopening negotiations of Highway, AFSCME, AFL-CIO, Local 995 and Health Care Center, AFSCME, AFL-CIO, Local 2698, all scheduled on December 18, 2007.

**Meeting Date**

January 2, 2008 will be the next HR meeting at 9:00 AM.

**Adjournment:**

Motion by Richmond/Ford to adjourn at 10:43 A.M. Motion carried unanimously.

Respectfully submitted,

Recording Secretary,

________________________________________  __________________________________________
Doug Richmond  Jane Bescup
Secretary  HR Program Coordinator

cc: HR Committee, Chair Baumgartner, Joseph Ruf, County Clerk, Erik Pritzl, Sheriff Richards, CD Mike Babcock, Cory Wiegel, Kurt Dey, TO Boge