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

Call To Order
Committee Chair Debra Wopat called the meeting to order at 9:03 A.M.

Members Present
Debra Wopat, Andy Ross, Robert Westby, Dr. J. Robert Curtis

Also Present
Joseph Ruf, Susan Martin, Doug Richmond, Kurt Dey, Harlan Baumgartner, Captain Darrel Kuhl, Sheriff Steve Rowe, Donna Chrzas, Lois Schepp, Cathy Karls, T.O. Boge, Sandra Roberts, David White – AFSCME, Wayne Bortz, Rick Wendt, John Stott

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

Minutes
Minutes reviewed from the November 2, 2005 meeting. Motion by Curtis/Ross to approve minutes as presented. Motion carried unanimously.

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

Veteran’s
Donna Chrzas, Veteran’s Service Officer, requesting replacement of the Deputy Veteran’s Service Officer (DVSO) due to the retirement of Judy Ness. Position is represented in the Courthouse Union, AFSCME, AFL-CIO, Local 2698-B and budgeted for 40 hours per week. Discussion. Motion by Ross/Curtis to approve the replacement of the DVSO. Motion by Westby/Ross to approve changes to the job description. Motions both carried unanimously.

Accounting
Lois Schepp, Comptroller and Cathy Karls, Assistant Comptroller, requested replacement for 2 positions, an Accounting Assistant at Health and Human Services and an Accounting Aide in the Accounting office. Both vacancies are due to employees signing union postings. There are no changes to the job descriptions and both positions are 37.5 hours per week. Discussion. Motion by Curtis/Ross to approve replacement of the Accounting Aide position in the Accounting Office. Motion carried unanimously. Motion by Curtis/Westby to approve replacement of an Accounting Assistant position in the Health and Human Services Accounting Office. Motion carried unanimously. Committee approved continuation of hiring as posting into vacancies occurs through this current hiring cycle.

Sheriff
Sheriff Rowe requested postponement of the Jail Nurse until the January 2006 meeting. The employee who is in the position of Jail Booking Clerk, Dorothy Schleichter, will be retiring. A new job description was presented and discussed. The position title was changed to Jail Secretary-Booking and will be classified in the secretary pay range of the Non-Sworn contract. Motion by Westby/Curtis to approve job description with changes. Motion carried unanimously.
Health Care Center
Amy Yamriska, Health Care Center Administrator, requesting a vacation extension for an employee who served as acting Director of Nursing (DON) and also maintained her duties and responsibilities as a Nurse Manager. Discussion of circumstances. Motion by Westby/Ross to grant this request for a one time extension stipulating all additional hours be used by December 31, 2005.

The Health Care Center hired a new DON who started on Monday, November 28, 2005. Janette Sheeks, who accepted the position, was previously employed as a Public Health Nurse with Columbia County Health and Human Service.

Grievances
Highway
David White, AFSCME representative, presented a grievance filed due to a violation of Policy and Procedures Manual Article 7.18 Subsection B Lines 11, 21 and 33. The employee received a 3-day suspension and counseling. Grievance contents consist of an employee’s safety glasses being removed from his face by the foreman during work with the paving crew on road repair. Discussion. Motion by Westby/Ross to deny grievance based on irresponsible action by the Foreman which could be categorized as a safety violation by removing safety equipment provided by the County from an employee’s face. Motion carried unanimously.

Health and Human Service
Joseph Ruf, Corporation Counsel/Human Resources Director, explained the contents of a grievance filed by a Courthouse Union employee regarding benefit allocation. Discussion. Committee agreed that the adjustment would be made for the employee to receive her vacation accrual based on original hire date.

Human Resources
Grievances/Mediations/Negotiations
Joe Ruf informed the committee about the scheduled mediations and recent filing for mediations. Three unions will be going into mediation including Sheriff Non-Sworn, Highway and Health Care Center. Arbitration hearings on reclassifications and unit clarification will be scheduled. There are several arbitration hearings scheduled in 2006 and some pending. The Committee did the annual evaluation of the Human Resources Director. Information on the salary review for the DON at the Health Care Center was discussed. Review was done previously and compensation is in Range 14.

Meeting Date
The Human Resources Committee will have its next meeting Wednesday, January 4, 2006.

Adjournment:
Motion Westby/Curtis to adjourn at 11:55 AM

Respectfully submitted,
Recording Secretary,

_____________________________
Andy Ross
Secretary

_____________________________
Jane Bescup
HR Program Coordinator

cc: HR Committee members, Chair Martin, Vice Chair Harlan Baumgartner, Joseph Ruf, County Clerk, Doug Richmond, Kurt Dey, Sheriff Rowe, Donna Chrzas, Lois Schepp, Sandra Roberts, David White