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Columbia County Joint Human Resources and Executive Committees Minutes Wednesday, July 10, 2013

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Adam Field, Teresa Sumnicht, Andy Ross, Vern Gove, Richard Boockmeier, Mary Cupery
Also in Attendance: Joseph Ruf, Cory Wiegel, Jane Kohlwey, Judge Daniel George, Judge Alan White, Judge Andrew Voigt, Susan Raimer, Sheriff Dennis Richards, Amy Yamriska, John Hartman, Kurt Calkins, John Bluemke, Dawn Woodard, Tom Robson, Pam Robson, Lyn Jerde-PDR, Charlie Carlson

The Joint meeting was certified to be in compliance with the Wisconsin Open Meetings Law.
The HR meeting was called to order by HR Chair Susan Martin at 9:00 AM.
The Executive meeting was called to order by Executive Chair Andy Ross at 9:00 AM.
The purpose to the meeting was to review the 2014 Budget position requests.

The Department Head, Elected Official or designee presented their requests supported by submitted documentation. The Committee members took into consideration the requests and individually prioritized them. The requests were categorized in 3 groups, new positions, wage increases and reclassifications with the results ranked. Funded positions not ranked were:

- Health and Human Services - Assistant ADRC Director (State allocation with Federal matching dollars)
- Health and Human Services – Meal Site Managers (9 positions with Federal funding, reductions in contracted services and other possible revenues)
- Buildings and Grounds – Janitor (reductions in contracted cleaning services)

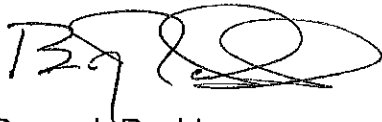
The ranking for each request was calculated and is listed below.

Rank	Department	Position	Request
1	Sheriff	Deputy Sheriff	2 new Deputy positions added
2	MIS	Infrastructure Support Specialist 2	Reclassify to Infrastructure Support Specialist 3 – wage increase 40hrs/wk
3	Columbia Health Care Center	Corporate Compliance Officer (HIPPA)	New responsibilities added to the Admin Secretary position increase from 25 to 30 hrs/wk, no increase in hourly wage
4* (Tie)	County Clerk	Chief Deputy and Constitutional Office Deputy	3 positions – wage increase 37.5 hrs/wk
4* (Tie)	Sheriff	Jailer	3 new Jailer positions added

5	County Circuit Court 3 Branches	Judicial Assistant	3 positions - Increase hours from 30 to 37.5 hrs/wk
6	Health and Human Services	Social Worker	1 new Social Worker position in the Division of Children and Families
7	Accounting	Accounting Supervisor	Reclass to Accounting Supervisor/Project Manager – wage increase
8	District Attorney	Legal Secretary	4 positions total. Maintain 1 at 40 hrs/wk. Increase 1 from 37.5 to 40 hrs/wk. Increase 1 from 30 to 40 hrs/wk. Increase 1 from 18.75 to 30 hrs/wk
9	MIS	Administrative Assistant	1 new part time Administrative Assistant 20 hrs/wk
10	Land & Water Conservation	Land & Water Conservation Technicians	4 positions – revise job description and increase wage
11	Planning & Zoning	Land Use Specialist	1 position – currently an LTE position requesting to hire full time 40 hrs/wk
12	Health and Human Services	Clerk Typist	1 position – new full time position request 37.5 hrs/wk

This recommendation will be sent to the Finance Committee for 2014 budget consideration. Motion by Westby, second by Boockmeier to adjourn the Executive Committee at 12:43 PM.

Respectfully Submitted,



Bruce J. Rashke
Human Resources Committee Secretary

Mary Cupery
Executive Committee Secretary