

Joint EXECUTIVE and HUMAN RESOURCES Meeting

Monday, July 7, 2008

Columbia County Courthouse

County Clerk's Office

Chair's Conference Room

These minutes have been officially approved by the Executive and Human Resources Committees.

Committee Present: Debra Wopat, Timothy O'Neil, Dick Boockmeier, Susan Martin, Dr. J. Robert Curtis, Neil Ford, Douglas Richmond, Brian Landers
Excused Absence: Harlan Baumgartner, Robert Westby
Present: Joseph Ruf, Andy Ross, Jane Kohlwey, Amy Yamriska, Janelle Zacho and Susan Raimer

Meeting called to order at 9:11 AM by Columbia County Chair Debra Wopat. The purpose of the meeting was to review 2009 written requests submitted for additional hours or staff in Columbia County departments. Department Heads were scheduled to present their request(s) to the committee members with the following requests submitted for consideration.

District Attorney

Presented by District Attorney Jane Kohlwey, a request to reclassify a Courthouse Union (AFSCME, Local 2698B) position that is full time (37.5 hrs/wk) from Clerk Typist II in Range 5 to a Legal Secretary in Range 3 + \$.35. Questions and discussion. The DA's Office does not have a financial source available to cover the increased cost.

Health Care Center

Presented by CHCC Administrator, Amy Yamriska and Director of Nursing, Janelle Zacho, a proposal to request a change in title for 3 union positions. The change eliminates old position titles and creates a position under the title Ward Clerk. The change will affect two (2) Administrative Assistant positions (Range 10) and one (1) Medical Records Clerk (Range 9). The Ward Clerk will be compensated in Range 10 of the Health Care Center Contract (AFSCME, Local 2698). The new job description was reviewed and discussed. Motion by Richmond/Curtis to approve the job description with one recommended change to be effective January 1, 2009. Motion carried unanimously.

The CHHC has one (1) Medical Records Secretary position compensated in Range 11 of the Health Care Center Contract. Request to eliminate the position and replace with a Ward Clerk Supervisor. The job description was presented; responsibilities include supervision of Ward Clerk positions. Changes qualify the position to be non union; compensated in Grade 6 of the Carlson Dettman wage schedule. The current employee will assume the responsibilities and will be placed on step 4 which is equivalent with current wage. Motion by Richmond/Landers to table review and approval of the job description until the August 6, 2008 HR meeting. Motion carried unanimously.

All of these requests are contingent upon the outcome of the 2009 Health Care Center budget. The requests will not be filled unless full funding sources are available.

Clerk of Court

Susan Raimer, Clerk of Court, requesting a new full time (37.5 hrs/wk) Constitutional Office Deputy in the Clerk of Court Office for 2009. The position is represented in the Courthouse Union Contract (AFSCME Local 2698-B) in Range 3 +\$.20, there are no changes to the job description. There are nine (9) Constitutional Office Deputies and one (1) Chief Deputy. Alternatives discussed.

The positions that do not require County funding may be approved upon final review of the budget. The remaining position requests will be reviewed by the Finance Committee. All positions will depend on final budget figures.

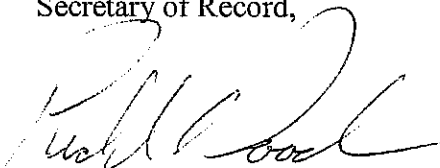
Motion by Human Resources Committee member Supervisor Richmond second by Executive Committee member Boockmeier to recommend the Finance Committee take action to alleviate the work load problem in the Clerk of Courts Office by exploring transfer opportunities for temporary assignments from other departments. Motion carried unanimously.

After discussion the committees have 2 budget requests that are being forwarded to Finance for consideration.

- District Attorney Office request is forwarded without recommendation.
- Clerk of Court Office request is forwarded for consideration.

Motion to adjourn meeting by Curtis/Boockmeier at 10:54 AM.

Secretary of Record,



Richard Boockmeier
Executive Committee

Secretary of Record,



Brian Landers
Human Resources Committee

Recording Secretary



Jane Bescup
HR Program Coordinator

cc: Executive Committee
Human Resources Committee
Finance Committee
Joseph Ruf, Corporation Counsel/Human Resources Director
Lois Schepp, Comptroller
Sue Moll, County Clerk
Jane Kohlwey, District Attorney
Amy Yamriska, CHCC Administrator
Susan Raimer, Clerk of Court