

**Joint EXECUTIVE and HUMAN RESOURCES Meeting**  
**Monday, July 9, 2007**  
**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: Harlan Baumgartner, Debra Wopat, Barry Pufahl, Susan Martin, Andy Ross  
Dr. J. Robert Curtis, Neil Ford, Douglas Richmond  
Present: Joseph Ruf, Cory Wiegel, Jane Kohlwey, Susan Raimer, Judge James Miller,  
Mary Saunders, Helen Wruck, Amy Yamriska, Karen Nelson, Bob Hamele,  
Marc Playman, Bill Casey, Donna Chrzas

Meeting called to order at 9:38 AM by Columbia County Chairman Harlan Baumgartner. The purpose of the meeting was to review 2008 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; the following requests were submitted for consideration.

**Building & Grounds**

Request for a Clerk Typist I, part time – 50% (based on a 37.5 hr work week), Courthouse Union, Range 6. The option was presented to share this position with another department. B&G does not have a financial source available to cover the cost of the position.

**County Clerk**

Requesting either a Clerk Typist I, part time – 50% (based on a 37.5 hr work week), Courthouse Union, Range 6 or a Limited Term Employee (LTE) restricted to 400 hours annually at an hourly rate of \$10.00/hr. The office duties and a proposal to distribute some of the current Clerk's Office responsibilities to Buildings and Grounds was discussed,. The option was presented to share this position with another department. Some current funding is available towards the position cost.

**District Attorney**

Request to reclassify a Courthouse Union position that is full time (37.5 hrs/wk) from Clerk Typist II in Range 5 to a Legal Secretary in Range 3 + \$.35. The DA's Office does not have a financial source available to cover the increased cost.

**Clerk of Court**

The Court system submitted 4 requests for consideration. All the positions are represented by the Courthouse Union. Requests included a full time (37.5 hrs/wk) Constitutional Office Deputy in Range 3 + \$.20, increasing 3 Judicial Assistants one for each of the 3 Circuit Court Branches from 75% or 30 hrs/wk to full time (37.5 hrs/wk), Range 3 + \$.12. Discussion of funding to cover the costs. There is speculation some could be covered by an increase in collections.

**Child Support**

Request to increase the hours of a Legal Secretary, represented by the Courthouse Union, Range 3 + \$.35 from 80% (30 hrs/wk) to full time (based on 37.5 hrs/wk). There is no funding source; though the position is attached to the departments 66% reimbursement from the State.

**Health Care Center**

Request for reclassification of Health Care Center Union position from a Medical Records Clerk, Range 9 to an Administrative Assistant, Range 10 full time (40 hours per week).

Increase the Personnel Analyst, Non-Union, Grade 7 from 88% (35 hrs/wk) to full time (40 hrs/wk).

Requesting 2 new Activity Therapy Assistants each working 20 hours per week, PM's and weekends, to expand the activities for HCC residents. Compensated at Range 5 in the Health Care Center wage schedule.

All of these requests are contingent upon the outcome of the 2008 Health Care Center budget. The requests will not be filled unless full funding sources are available.

**UW Extension**

2 requests were submitted to increase current positions. Requesting to increase the Community Resource Development Educator position from 50% to 80% and to increase the Family Living Educator from 75% to 100%. Columbia County pays 40% of the salary and fringe benefits, 60% are paid by the State for these positions. The UW staff reviewed their budget and some savings could be used towards the funding of the increases.

**Medical Examiner**

Request to continue the current clerical Limited Term Employee at 10 hour per week compensated at \$10.00 per hour. The budget will experience savings by contracting the positions of Chief Deputy and Deputy Medical Examiners. A slight increase in the budget is expected.

**Solid Waste**

The request to increase Huber/Limited Term Employees hours by 1500 for a total of 3500 hours in 2008 compensated at \$8.00 per hour. The contract revenue from new projects will cover the increased hours.

**Veteran's Service Office**

Consideration to restructure office allowing more claims to be processed. Regulated by State Statutes an Assistant County Veteran's Service Officer (CVSO) is required to be a Veteran. This would provide another person in the office to file claims and other qualifying duties associated with CVS Office to continue in the absence of the County Veteran's Service Officer. This would be a non union position. A Clerk Typist I/II represented by the Courthouse Union, Range 6 (Clerk Typist I) or Range 5 (Clerk Typist II) would provide the necessary office support.

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 to adjourn meeting by Martin/Ross at 12:29 PM.

Secretary of Record,

Secretary of Record,

Recording Secretary

Barry Pufahl  
Executive Committee

Douglas Richmond  
Human Resources Committee

Jane Bescup  
HR Program Coordinator

cc: Executive Committee  
Human Resources Committee  
Finance Committee  
Joseph Ruf, Corporation Counsel/Human Resources Director  
Lois Schepp, Comptroller  
Corey Wiegel  
Sue Moll  
Jane Kohlwey  
Susan Raimer  
Judge James Miller  
Mary Saunders  
Helen Wruck  
Amy Yamriska  
Karen Nelson  
Marc Playman  
Bill Casey  
Donna Chrzas