Columbia County Human Resources Committee Minutes  
Friday, March 6, 2015

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl
Excused Absence: Andy Ross
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Mark Sleger, Lois Schepp, Dawn Woodard, Greg Kaminski, Susan Raimer, Lyn Jerde-PDR
The meeting was called to order by Chair Bruce Rashke at 8:03 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda
Motion by Drew to approve the agenda as presented, second by Pufahl.

Approval of Minutes
Motion by Drew to approve the January 2 and January 21, 2015, meeting minutes, second by Field. Pufahl abstained.

Approval of Expenditure Report
The Committee held discussion regarding the expenditure report. Ruf provided answers to the Committee's questions. Motion by Pufahl to approve the expenditure report, second by Drew.

General Review of Department Activities
Ruf updated the Committee on recruitment, recent successful hiring, the current budget and department activities.

ACCOUNTING
Lois Schepp, Comptroller, explained recent vacancies, ability to internally promote and presented a replacement request for an Accounting Assistant. Discussion. Motion by Pufahl to approve the replacement of an Accounting Assistant, second by Drew. Motion carried.

HEALTH & HUMAN SERVICES (HHS)
- Dawn Woodard, HHS Director, presented documentation for a new position, Children’s Disability Coordinator. A social worker, currently on staff, would be assigned to this position with no expectation to fill the vacated social worker position. Discussion included State funding, goals, duties, audit, requirements, annual budget requests, job description and wage. Motion by Drew to approve the new position request. Motion failed for lack of a second.
- The Clerk Typist job description at HHS was revised and presented for approval. Motion by Pufahl to approve the job description, second by Field. Motion carried.

CLERK OF COURT
Susan Raimer, Clerk of Court, presented a replacement request for a Constitutional Office Deputy due to a resignation. Motion by Pufahl to approve the replacement of the position, second by Field. Motion carried.

SOLID WASTE (SW)
- Greg Kaminski, SW Director, addressed the Committee on employee compensation. Greg presented his concern that the Grade placement of SW employees is not competitive with the private sector. Discussion related to the duties including equipment operation and driving skill level required. SW Committee Chair Mark Sleger spoke in support of the request for a review of the Grade placement of the SW Department as a whole, including the Director position. Motion by Pufahl for
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Carlson Dettmann to review the classifications of the SW Department, second by Drew. Motion carried. Supervisor Field would like an explanation of how the original grade placement was determined, the economic consequences and where the SW Director feels placement should be for fair and equitable compensation.

- Gail Benz, Administrative Secretary, submitted a written request for wage review related to step progression. Benz was placed in the Carlson Dettmann wage scale when she transferring to the position on August 4, 2014. The step implementation procedure for employees who transferred to new positions provided no increase on January 1, 2015. Progression to the next step will be on their anniversary date of hire. Motion by Pufahl to move Gail Benz to step 2 as of January 1, 2015. Motion failed for lack of a second.

**HIGHWAY**
- Joe Ruf presented a replacement request for a Highway Maintenance Worker resulting from a retirement. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.
- The job description for Highway Maintenance Worker was presented. Motion by Field to approve the job description as presented, second by Drew. Motion carried.
- The updated job description for Patrolman was presented. Motion by Field to approve the updated job description, second by Drew. Motion carried.

**HUMAN RESOURCES**
- Joe Ruf presented the 2014 Human Resources Department annual report. Motion by Field to approve the annual report as presented, second by Drew. Motion carried.

The next meeting will be a Friday, April 3, 2015 at 8:00 AM.

Motion by Field to adjourn the meeting at 9:51 AM, second by Drew.

Respectfully Submitted,

Dan Drew
Human Resources Committee Secretary

Jane Bescup
Recording Secretary