Columbia County Human Resources Committee Minutes
Wednesday, April 9, 2014

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Adam Field, Teresa Sumnicht
Also in Attendance: Joseph Ruf, Andy Ross, Vern Gove, Sheriff Dennis Richards, Tom Lorfeld, Sue Moll, Kris Anderson, Helen Wruck, Dawn Woodard, Kurt Calkins, Lois Schepp, Mike Arndt, Tommy Jones, Bill Moberly-AFSCME, Patrick Glynn-Carlson Dettmann, Lyn Jerde-PDR
The meeting was called to order by Chair Susan Martin at 9:00 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda
Motion by Westby to approve the agenda, second by Field. Motion carried.

Approval of Minutes
Motion by Sumnicht to approve the February 26, 2014 meeting minutes, second by Field. Motion carried.

Approval of Expenditure Report
The Committee held discussion regarding the expenditure report. Joe Ruf provided answers to the Committee’s questions. Motion by Rashke to approve the expenditure report, second by Westby. Motion carried.

General Review of Department Activities
General review of Department activities was presented by Joe Ruf.

SHERIFF
Sheriff Dennis Richards presented replacement requests:
- Replacement request for 2 Deputy Sheriff positions. Motion by Rashke to approve the request, second by Field. Motion carried.
- Replacement request for a Jailer position. Motion by Rashke to approve, second by Sumnicht. Motion carried.
- Motion by Field to continue replacement for Jailer positions until fully staffed, second by Rashke. Motion carried.
- Replacement request for a Sheriff’s Secretary due to a retirement. Motion by Field to approve the request, second by Westby. Motion carried.
  - Sheriff Richards presented a proposal for a part time secretary to reduce overtime costs. The proposal would be compensated at an hourly rate of $14.00 limited to 575 hours annually for a total of $8,665.83. Supervisor Rashke recommended that the position be considered a limited term employee (LTE) through the end of 2014. Motion by Westby to approve an LTE part time secretary position through 2014 and include a part time secretary in the 2015 budget, second by Sumnicht. Motion carried.

COUNTY CLERK
Sue Moll, County Clerk, presented a replacement request for a Constitutional Office Deputy in the County Clerk’s Office. Motion by Field to approve the replacement request, second by Rashke. Motion carried.

LAND INFORMATION
Kris Anderson, Land Information Director, requested replacement for the Real Property Lister due to a retirement. Motion by Rashke to approve the replacement request and to continue hiring for vacancies that may occur in the department, second by Sumnicht. Motion carried.

CHILD SUPPORT
- Helen Wruck, Child Support Administrator and Joseph Ruf, Corporation Counsel requested replacement for a Legal Secretary/Account Clerk due to a retirement. Motion by Westby to approve the replacement request, second by Sumnicht. Motion carried.
Human Resources Committee Meeting
April 9, 2014

- Review of changes to the job description for the Legal Secretary/Account Clerk. Motion by Field to approve the changes as presented, second by Westby. Motion carried.

**LAND AND WATER CONSERVATION**
Kurt Calkins, L&W Director, presented a request for a full time 2014 summer LTE internship. The candidates will be college students pursuing a degree in a L&W related field. There are several options that would fund the position at $12.00 per hour. Motion by Westby to approve the 2014 summer LTE internship, second by Summicht. Motion carried.

**HEALTH AND HUMAN SERVICES**
- Dawn Woodard, HHS Director, presented a replacement request for a social worker. Motion by Rashke to approve the replacement request and continue to hire to replace internal vacancies, second by Westby. Motion carried.
- Woodard presented a replacement request for the ADRC Director. Motion by Summicht to approve the request, second by Westby. Motion carried.

**ACCOUNTING**
Lois Schepp, Comptroller, presented a request for a full time 2014 summer LTE internship. The candidate is a college student pursuing a degree in a related field. There are several options that would fund the position. Motion by Westby to approve the 2014 summer LTE internship, second by Rashke. Motion carried.

**HUMAN RESOURCES**
- Motion by Rashke to go into closed session at 10:05 AM pursuant to Wisconsin State Statute Section 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. [Highway employee disciplinary grievances].
- Committee reconvened in open session at 11:42 AM.
- Motion by Westby to transfer the disciplinary document into a Performance Improvement Plan (PIP) with recommendations established by the Committee. Tom Lorfeld and Joe Ruf will prepare the PIP.
- Motion by Motion by Rashke to uphold the decision made by the Highway Committee regarding the employee termination, second by Westby.
- Patrick Glynn, Carlson Dettmann Senior Consultant, updated the Committee on the wage study. Pat Glynn with Amy Yamriska regarding the specific compensation needs of the Health Care Center. Pat explained how grades are calculated, concerns about wage compression, dates of adoption, appeals process, decisions on how to handle red circled positions, and annual and biennial increases. The appeals process was also explained. The Fair Labor Standards Act (FLSA) will be reviewed to determine the effect on positions. The appeals will be reviewed and the final determination will be made by the HR Committee.
- Changes to the Operations Manual and Policies and Procedures on filing a grievance were presented by Susan Martin. Motion by Rashke to approve with changes as recommended and refer to the Executive Committee for approval, second by Westby.

The next meeting date will be determined after the new Human Resources Committee is established.

Motion by Rashke to adjourn the meeting at 12:35 PM, second by Westby.

Respectfully Submitted,

[Signature]
Bruce Rashke
Human Resources Committee Secretary

[Signature]
Jane Bescup
Recording Secretary