Columbia County Human Resources Committee Minutes
Friday, June 5, 2015

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl, Andy Ross
Also in Attendance: Joseph Ruf, Mary Cupery, Sheriff Dennis Richards, Greg Kaminski, Jane Kohlwey, John Hartman, Mark Sleger, Patti Herman, Lyn Jerde-PDR
The meeting was called to order by Chair Bruce Rashke at 8:00 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 Ross. Motion carried.

Approval of Minutes
Motion by Pufahl to approve the May 1, 2015 HR Committee meeting minutes, second by Field. Motion carried

Approval of Expenditure Report
The Committee reviewed the expenditure report. Motion by Pufahl to approve the expenditure report, second by Field. Motion carried.

General Review of Department Activities
Ruf updated the Committee on what the Department is working on and expected MIS upgrades.

DISTRICT ATTORNEY (DA)
Jane Kohlwey, Columbia County DA, presented a replacement request for a Legal Assistant due to a resignation. The position is 30 hours per week (80% based on a 37.5 hour work week). Motion by Ross to approve the request, second by Field. Motion carried.

MANAGEMENT INFORMATION (MIS)
John Hartman, MIS Director, presented a request to increase 2 employees in the position of Application Developer I from 37.5 to 40 hours per week effective July 1, 2015. Motion by Ross to approve the request, second by Drew. Discussion of increase in hours being made during the budget process rather than at midyear. Hartman stated his budget could cover the cost of the increase for the remainder of 2015. Motion carried.

SHERIFF
Sheriff Dennis Richards presented replacement requests and position description changes:
  • Replacement request for a Detective Sergeant due to a resignation and back fill of Deputy or other position affected by internal promotions. Motion by Field to approve the replacement and continued hiring until fully staffed, second by Pufahl. Motion carried.
  • Job descriptions were updated by the Sheriff’s Office and presented for approval:
    o Motion by Ross to approve the revisions to the Deputy Sheriff job description, second by Drew. Motion carried.
    o Motion by Drew to approve the revisions to the Detective Sergeant job description, second by Pufahl. Motion carried.
    o Motion by Pufahl to approve the revisions to the Patrol Lieutenant job description, second by Field. Motion carried.
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SOLID WASTE
Greg Kaminski, Solid Waste Director, presented a replacement request for a Maintenance Mechanic due to a resignation and employee relocation. Motion by Ross to approve the request, second by Drew. Motion carried

UW EXTENSION
Patti Herman, UW Extension Family Living Educator, presented a request to replace a part time 4-H Program Assistant. The cost of the position is shared through a 133 Contract with the State. The split is 60% County 40% State with recruitment and hiring by UW Extension. Discussion and questions on programs. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.

HUMAN RESOURCES
- Carlson Dettmann (CD) submitted information for review of Solid Waste Department employee compensation. Comparable data is difficult to obtain as the majority of similar operations are private sector employers and compensation information is confidential. Discussion included wage compression, recommendations for step placement at hire, Grade placement and approval process. Motion by Pufahl to move the Solid Waste positions in Grade E (Baler/Machine Operator and Truck Driver) to Grade F, second by Drew. Discussion on hiring, retention and economic impact on the Department. Motion by Field to table until the July HR meeting, second by Ross. Motion carried with Supervisor Pufahl opposed.
- Ruf presented revisions to the position request form. Several forms were combined into one to use as a replacement or new position request.

The next meeting will be a Thursday, July 2, 2015 at 8:00 AM.

Motion by Field to adjourn the meeting at 10:06 AM, second by Ross.

Respectfully Submitted

Dan Drew
Human Resources Committee Secretary

Jane Bescup
Recording Secretary