Columbia County Human Resources Committee Minutes
Thursday, July 2, 2015

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl, Andy Ross
Also in Attendance: Krista Miller, Vern Gove, Amy Yamriska, Janelle Zacho, Mike Babcock, Greg Kaminski, John Hartman, Dawn Woodard, Becky Mulhern, 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 Ross to approve the agenda as presented, second by Drew. Motion carried.

Approval of Minutes
Motion by Field to approve the June 5, 2015 HR Committee meeting minutes, second by Drew. Motion carried.

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

General Review of Department Activities
Updates provided on general department activities.

COLUMBIA HEALTH CARE CENTER (CHCC)
Amy Yamriska, CHCC Administrator and Janelle Zacho, Director of Nursing presented a request to convert the Charge Nurse positions to RN Nurse Managers. Documentation was presented with an explanation of savings by making the positions salaried. Motion by Field to approve revising the positions from Charge Nurse to RN Nurse Managers, second by Pufahl. Motion carried

MANAGEMENT INFORMATION (MIS)
John Hartman, MIS Director, presented and explained updates to the job description for the Application Developer position. Motion by Drew to approve the job descriptions as presented, second by Ross. Motion carried.

SHERIFF
Chief Deputy Michael Babcock presented replacement requests for 2 positions.
  • Replacement request for a Sheriff Secretary due to a resignation. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.
  • Replacement request for a Deputy Sheriff due to a retirement. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.

HEALTH & HUMAN SERVICES
Dawn Woodard, HHS Director and Becky Mulhern, Director of ADRC presented several requests. A new organization chart was shared showing current staffing and proposed changes. The proposed new positions will need to be studied by Carlson Dettmann to determine placement in the Compensation Schedule with the assumption that they will be in a lower grade.
  • Juvenile Court Restitution Community Service Coordinator job description revisions were presented. Motion by Pufahl to approve the job description as presented, second by Ross. Motion carried.
  • A proposal to replace social worker positions in the ARC is being requested because a social
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worker license is not required to fulfill the duties. The positions would be changed when a vacancy occurs.

- New job descriptions for an Information and Assistance Specialist and a Disability Benefit Specialist were presented. The positions will be in the HHS 2016 budget request. The positions will need to be studied for placement in the Compensation Schedule. Motion by Pufahl to approve the job descriptions as presented and fill future vacancies with the new proposed position, second by Ross. Motion carried.
- A job description for Marketing Outreach Coordinator was presented for approval. An employee currently classified as a Clerk Typist would be assigned the duties related to social media and community outreach. The position will be in the HHS 2016 budget request. The classification would not change. The position would be added to Grade F in the Compensation Schedule. Motion by Ross to approve the job description and new proposed position, second Drew. Motion carried.
- The Children and Families Supervisor job description was presented. This position would be in the Division of Children and Families. The request will be part of the 2016 budget and will need to be studied for placement in the Compensation Schedule. The information shared will be taken under advisement during the 2016 budget process of the Joint Executive and HR Committees.
- A replacement request was presented for a social worker due to a retirement. The request is to replace a social worker with an Information and Assistance Specialist. Motion by Field to approve the replacement of the social worker position (Grade J) with the Information and Assistance Specialist at a Grade I or lower with the understanding that Carlson Dettmann will need to study the placement in the Compensation Schedule, second by Drew. Motion carried.

SOLID WASTE
Greg Kaminski, Solid Waste Director, answered questions and addressed concerns related to the review of the compensation plan for the Solid Waste Department. Information was provided for options and the related cost. Discussion. Motion by Pufahl to adopt the proposal to move Grade E Solid Waste employees classified as Baler/Machine Operator and Truck Driver to Grade F, adjust steps for Working Foremen and move the Solid Waste Director position from Grade M to Grade O step 01, effective on April 1, 2015, second by Drew. Motion carried.

HUMAN RESOURCES
- A Resolution was presented to amend the Columbia Health Care Center Personnel Policies and Procedures related to temporary assignment pay. Pay will be retroactive to January 1, 2015. Motion by Drew to approve the Resolution and forward it to the County Board of Supervisors for approval, second by Ross. Motion carried.
- Information provided on the estimated increase of the 2016 Health Insurance cost. Currently the employer/employee share is a 90/10 split of the total premium. Options to consider were presented by Chair Rashke but a final decision will be made at a future meeting when an accurate increase is received.
- Discussion of 2016 Across the Board increase to the Compensation Schedule. The decision will be made at a future meeting.
- Proposed dates for a joint Executive and HR meeting to review the 2016 Budget requests were recommended as Monday, August 17, 2015 or an alternative of Friday, August 21, 2015. The Executive Committee will address at its next meeting to confirm.

The next meeting will be a Friday, August 7, 2015 at 8:00 AM.

Motion by Drew to adjourn the meeting at 9:55 AM, second by Field.
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Respectfully Submitted,

[Signature]

Dan Drew
Human Resources Committee Secretary

[Signature]

Jane Bescup
Recording Secretary