Columbia County Human Resources Committee Minutes
August 1, 2014

Committee Members Present: Bruce Rashke, Dan Drew, Adam Field, Barry Pufahl, Andy Ross,
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Kirk Konkel, Jane Kohlwey, Dawn Woodard, Judge
Daniel George, Julie Kayartz, Cory Wiegel, Shonna Neary, Kevin Clougherty-M3, Lyn Jerde-PDR

The meeting was called to order by Chairman Bruce Rashke at 8:00 AM and was certified to be in compliance
with the Wisconsin Open Meetings Law.

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

Approval of Minutes
Motion by Field to approve the July 2, 2014 meeting minutes, second by Ross. Motion carried, Pufahl
abstained.

Approval of Expenditure Report
The Committee held discussion regarding the expenditure report. Motion by Ross to approve the expenditure
report, second by Drew. Motion carried.

General Review of Department Activities
General review of Department activities was presented.

District Attorney (DA)
Jane Kohlwey, DA, presented changes to the job description and a replacement request for a Legal Assistant
due to a retirement. The position is currently part time 25 hours per week based on a 37.5 hour work week.
Request includes an increase to 30 hours per week. Motion by Pufahl to approve the changes to the job
description, second by Field. Motion carried. Motion by Ross to approve the replacement request for a Legal
Assistant and increase the position to 30 hours per week, second by Pufahl. Motion carried.

Health & Human Services (HHS)
Dawn Woodard, HHS Director, presented replacement requests, reclassifications and temporary
appointments.
- Brenda WelshMcLean, social worker, has agreed to assume the duties of Assistant ADRC Director for
an interim period compensated in Grade K, Step 6 of the Carlson Dettmann wage schedule. The duration of
the interim assignment will be based on the hiring of a new ADRC Director. Motion by Pufahl to approve the
interim assignment as presented, second by Drew. Motion carried.
- Request to replace the Assistant ADRC Director position due to a resignation. Motion by Pufahl to
approve the request, second by Ross. Motion carried unanimously.
- Request to replace a Health and Human Services Aide position. The vacancy is due to an employee
Taking another position within the County. Motion by Field to approve the replacement request, second by
Drew. Motion carried.
- Request to reclassify the Human Services Aide in the Economic Support Division and approve the job
description for an Economic Support (ES) Aide to replace a HS Aide in the ES Division. The request was
initiated by the new wage study that classified the ES HHS Aide in a lower range based on comparable duties
and responsibilities. Motion by Ross to approve the reclassification and job description as presented, second
by Pufahl. Motion carried.

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Judge Daniel George and RIP Julie Kayartz presented a replacement request for the Deputy RIP. The position is court appointed by the Circuit Court Judges and is budgeted for 37.5 hours per week. Motion by Ross to approve the replacement request, second by Field. Motion carried.

**Building & Grounds (B&G)**
Cory Wiegel, B&G Director, presented a replacement request for a part time Janitor due to a termination. The request is to hire a part time Housekeeping Aide working 18.75 hours per week based on a 37.5 hour week. Motion by Field to approve the request for a part time Housekeeping Aide, second by Drew. Motion carried.

**Accounting**
- Shonna Neary reviewed the Governing Committees' budget responsibilities and specifics of the 2015 budget components.
- The Workers Compensation (WC) budget information included prior years' claim experience. The cost is computed by a mod rate factor which is based on the 3 previous years' claims and will be set at .76 for 2015. Motion by Field to approve the 2015 Workers Compensation Budget, second by Drew. Motion carried.
- The Accounting Office has been working on a new Purchasing Ordinance and a guide/user manual. They are asking for input as they begin to implement. A draft ordinance will be available for Department and Committee review.

**Human Resources**
- Kevin Clougherty, Senior Account Executive with Mortenson, Matzelle and Meldrum (M3), provided information on the 2015 renewal rates for employee health insurance. M3 is a broker consultant and works with every insurance company in Wisconsin. 2014 is the end of a 3 year premium rate guarantee contract with DEAN Health Plan. Claims are the basis of projecting health insurance rates. Clougherty explained factors affecting health insurance rates and future effects of the Affordable Care Act (ACA). Motion by Drew to accept the 2015 renewal from DEAN Health Plan, a 5.7% increase over 2014 rates, second by Pufahl. Motion carried. The final approval will be processed during the November County Board of Supervisors budget hearing.
  - Review of 2015 HR budgets and Department goals.
    - Motion by Ross to include the transfer of $15,000 from the County Board Administration Budget for training to the HR Contracted Services (521100) budget, second by Drew. Motion carried.
    - Motion by Pufahl to approve the 2015 Human Resources and Personnel budget, second by Field. Motion carried.
    - Motion by Pufahl to approve the 2015 Unemployment Control budget, second by Drew. Motion carried.
    - Motion by Ross to approve the 2015 Employee Retirement Pool, second by Field. Motion carried.
    - Motion by Ross to approve the 2015 Safety and Wellness budget, second by Drew. Motion carried.
    - Motion by Drew to approve the 2015 Capital Outlay budget, second by Field. Motion carried.
- Implementation of the Carlson Dettmann pay plan was discussed. Employees will continue to receive step increases based on the previous/current pay scale. New hires are being placed on the new wage scale. The next step in the process is to review the appeals that have been submitted. Completion of this step is required before further implementation issues can be addressed by the Committee.

The next Human Resources Committee meeting will be Friday, September 5, 2014 at 8:00 AM.

Motion by Field, second by Ross to adjourn the meeting at 10:33 AM.

Respectfully Submitted,

Dan Drew  
Human Resources Vice Chair

Jane Bescup  
Recording Secretary