Columbia County Joint Human Resources and Executive Committees Minutes
Friday, August 2, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Matthew Rohrbeck Vern E. Gove, JoAnn Wingers and James Foley
Excused absence: Barry Pufahl
Also in Attendance: Tom Borgkvist, Nancy Long, Eric Shimpach, Greg Bisch, Brenda Yaskal, Becky Mulhern, Cory Wiegel, Dawn Woodard, Jenny Skadahl, Susan Lorenz, Ellen Ellingsworth, Jeff Hoffman, Greg Kaminski, Chris Hardy, Joseph Ruf, Jodi Burmania, Jamie Henriksen, Nicole Aimone-PDR, Katie Day (via telephone)

The Executive meeting was called to order by Executive Chair Vern Gove at 9:03 AM
The HR meeting was called to order by HR Chair Bruce Rashke at 9:04 AM
The Joint meeting was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda
Executive - Motion by Wingers to approve the agenda, second by Foley. Motion carried.
HR - Motion by Drew to approve the agenda, second by Rohrbeck. Motion carried.

Meeting to review the 2020 Budget position requests:

The Department Heads presented their requests supported by documentation. Results were tabulated at the end of the meeting.

County Clerk
- Joe Ruf, Corporation Counsel, presented the following requests:
  1. Wage adjustment for Chief Deputy (County Clerk) due to updated position description.
  2. Wage adjustments for two (2) Constitutional Office Deputies due to updated position descriptions.

District Attorney
- Brenda Yaskal, District Attorney, presented requests for the following:
  1. Increase a Legal Secretary’s hours from 18.75 hours per week to 40 hours per week.
  2. Increase a Legal Secretary’s hours from 37.5 hours per week to 40 hours per week.
  3. Increase a Legal Assistant’s hours from 30 hours per week to 40 hours per week.
  4. Increase Victim Witness Coordinators (2) hours from 37.5 hours per week to 40 hours per week.

Facilities Management
- Cory Wiegel, Director of Facilities Management, presented requests for the following:
  1. Janitor Supervisor position title change to Facilities Supervisor with wage adjustment.
  2. Janitor position title change to Facilities Maintenance Worker with wage adjustment.
  3. Clerk Typist title change to Administrative Assistant with increase in hours from 18.75 per week to 40 per week with wage adjustment.
Human Resources Committee Meeting
August 2, 2019

Health & Human Services
- Katie Day, Children and Families Division Administrator, (appeared via telephone) presented the following requests:
  1. Social Worker (DCF)
  2. Children and Families Supervisor
- Dawn Woodard, Director of HHS, presented requests for the following:
  1. Dementia Care Specialist (ADRC)
  2. Part time Transportation Clerk (ADRC)
  3. Part time Clerk Typist (DSS)
  4. Health and Human Services Aide title change to Health Promotions Coordinator (ADRC)
  5. Increase OWI Treatment Court Coordinator’s hours from 37.5 per week to 40 per week.
  6. Increase Drug Treatment Court Program Coordinator’s hours from 37.5 per week to 40 per week.
  7. Increase Breast Feeding Peer Counselor’s hours from 300 per year to 520 per year.
  8. Increase Registered Dietetic Technician’s hours from 33.75 per week to 37.5 per week.
  9. Title change from Clerk Typist (ADRC) to ADRC Receptionist.

Highway & Transportation
- Chris Hardy, Highway Commissioner, presented the following position requests:
  1. Equipment Operator
  2. Patrolman

Sheriff
- Greg Bisch, Chief Deputy, presented the following requests:
  1. Wage adjustment for three (3) Patrol Lieutenants.
  2. Wage adjustment for Court Service Unit employees from $18/hr to $20/hr. Motion by Gove to increase CSU III from $18/hr to $20/hr effective 8/1/19. Seconded by Foley. Motion carried.

Solid Waste
- Greg Kaminski, Director of Solid Waste, presented the following position request:
  1. Part Time Office Assistant to replace retiring LTE

UW Extension
- Jeff Hoffman, Area Extension Director, presented the following request:
  1. Title change from Administrative Assistant to Office Administrator with wage adjustment.

Corporation Counsel
- Joe Ruf, Corporation Counsel, presented the following position request:
  1. Assistant to Corporation Counsel/HR Director

Executive - Motion by Foley to rank all HHS and Highway requests #1 and refer them to the Finance Committee. Seconded by Drew. Motion carried.
HR - Motion by Rohrbeck to rank all HHS and Highway requests #1 and refer them to the Finance Committee. Seconded by Drew. Motion carried.

The Committee members took into consideration the requests and individually prioritized them. The ranking results are attached.

Motion by Drew to adjourn the Human Resources Meeting at 11:45 a.m. Seconded by Field. Motion carried. Motion by Wingers to adjourn the Executive Meeting at 11:46 a.m. Seconded by Foley. Motion carried.

Respectfully Submitted,
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<th>Department</th>
<th>Position</th>
<th>Request</th>
<th>Status</th>
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Total: $744,402.18 - $102,994.60
Human Resources Committee Meeting
August 2, 2019

Drew
Secretary Human Resources Committee

JoAnn Wingers
Secretary Human Resources Committee

Jamie Henriksen
Recording Secretary