Columbia County Human Resources Committee Minutes  
October 3, 2014

Committee Members Present:  Bruce Rashke, Adam Field, Dan F. Drew, Barry Pufahl, Andy Ross

Also in Attendance:  County Board Chair Gove, County Board Vice Chair Cupery, Supervisor Hutler, Supervisor Konkel, Corporation Counsel Joseph Ruf, Ill, Sheriff Richards, HHS Director Woodard, Highway Commissioner Lorfeld, MIS Director Hartman, Solid Waste Director Kaminski, Selina Hooker, PDR Lyn Jerde

The meeting of the Human Resources Committee was called to order by Chair Rashke at 8:00 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

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

Approval of Minutes
Motion by Pufahl to approve the September 5, 2014, meeting minutes, second by Drew.  Motion carried.

Approval of Expenditure Report
Motion by Drew to approve the expenditure report, second by Field.  Motion carried.

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

Solid Waste
Greg Kaminski, Solid Waste Director, presented a replacement request for a truck driver position.
Motion by Pufahl to approve the replacement request, second by Ross.  Motion carried.

Carlson Dettmann Pay Plan Appeals
Chair Rashke thanked everyone for being at the meeting, and explained that the pay plan appeals were designed to determine whether or not the positions were placed in the pay structure appropriately.  The pay plan is about the positions, not about the individuals in the positions.

Discussion.  Employees made presentations to the Committee.

Adjourned at 9:12 a.m. for a brief recess.  The Committee reconvened at 9:23 a.m.

Pufahl and Ross discussed taking some time to digest the information provided to them today, and bringing it back at a later date this month to make decisions.

Brief discussion regarding the job descriptions.  The JDQs are more up to date than the job descriptions.
Discussion by Ross regarding the County having the money to cover the cost of any changes that are made to the pay plan. Rashke commented that he believes that funds have already been budgeted to cover the costs, so it will be within the budget, including positions that are recommended to be changed.

Motion by Pufahl to approve the following recommended job title changes in the Carlson Dettmann pay plan: (Paver to Sign Person – Highway & Transportation; GIS Specialist to GIS Analyst – Land Information; Infrastructure Support Specialist II to I.S. Project Manager; Sheriff Lieutenant to Detective Lieutenant – Sheriff), second by Ross. Discussion. Motion carried.

Discussion regarding Housekeeping Aide (CHCC). Motion by Drew to approve the reclassification of Housekeeping Aide from HCC-C to HCC-D, second by Field. Motion carried. The HR Department will work with Carlson Dettmann to establish wage rates in Grade HCC-D.

Discussion regarding Dispatcher and Jailer positions. Motion by Field to approve the reclassification of Dispatchers and Jailers from Grade G to Grade H, second by Pufahl. Motion passed, but was not unanimous.

Discussion regarding three (3) Patrolmen who are already being paid as Foremen. Motion by Pufahl to approve the reclassification of the three (3) Patrolmen to Foreman which will place them in Grade I, second by Drew. Motion carried.

Discussion regarding the I.S. Project Manager. Motion by Pufahl to approve the I.S. Project Manager change from Grade K to Grade L, second by Ross. Motion carried.

Motion by Drew to approve recommended Carlson Dettmann grade changes as follows: Maintenance Mechanic – Building & Grounds from Grade G to Grade H; Administrative Secretary – Health Care Center from Grade HCC-G to HCC-H; Director Environment Services – Health Care Center from Grade I to Grade J; Sign Person – Highway from Grade G to Grade H; GIS Analyst – Land Information from Grade J to Grade K; Land Use Specialist – Planning & Zoning from Grade H to Grade J; Captain & Jail Administrator – Sheriff from Grade N to Grade O; and Detective Lieutenant – Sheriff from Grade M to Grade N, second by Pufahl. Motion carried.

Discussion regarding the Legal Assistant/Investigator position in the Child Support Agency.

Discussion regarding the Accounting Assistant position in the Treasurer's Office.

Motion by Ross to table the rest of the appeals until the next Committee meeting, second by Pufahl. Motion carried.

Discussion regarding the implementation of the Carlson Dettmann Compensation Plan for existing employees. No decision was made at this time regarding implementation.

The next Human Resources Committee meeting will be Friday, November 7, 2014, at 8:00 a.m. Discussion regarding scheduling a special meeting prior to November 7, 2014, to complete the
Carlson Dettmann pay plan appeals. The Human Resources Department will schedule this meeting later in October on a date that will work for the Committee.

Motion by Ross to adjourn the meeting of the Human Resources Committee at 12:21 p.m. Second by Drew. Motion carried.

Respectfully Submitted:

[Signature]
Dan P. Drew
Human Resources Committee Secretary

[Signature]
Selina L. Hooker
Recording Secretary