Columbia County Human Resources Committee Minutes
October 21, 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 Konkel, Corporation Counsel Joseph Ruf, III, HHS Director Woodard, MIS Director Hartman, County Clerk Moll, Child Support Administrator Wruck, Selina Hooker, PDR Lyn Jerde

The meeting of the Human Resources Committee was called to order by Chair Rashke at 2:30 p.m. 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 Pufahl to approve the September 17, 2014, and October 3, 2014, meeting minutes, second by Drew. Motion carried. Motion by Field to approve the October 15, 2014, meeting minutes, second by Ross. Motion carried. Pufahl abstained.

General Review of Department Activities
No general review of Department activities was presented, so the Committee could focus on Carlson Dettmann.

Carlson Dettmann Pay Plan Appeals
Discussion regarding the Deputy Emergency Management Director. Motion by Field to approve the reclassification of Deputy Emergency Management Director from Grade G to Grade H as recommended by Carlson Dettmann, second by Drew. Motion carried.

Discussion regarding the Applications Manager. Motion by Field to approve the reclassification of Applications Manager from Grade M to Grade N as recommended by Carlson Dettmann, second by Drew. Motion carried.

Discussion regarding the Legal Assistant/Investigator positions. Motion by Drew to approve the recommended title change from Legal Assistant/Investigator to Paralegal – Child Support, second by Field. Motion carried. Motion by Pufahl to approve the reclassification of Paralegal – Child Support from Grade H to Grade I, second by Drew. Motion passed, but was not unanimous.

Discussion regarding the Victim Witness Coordinator positions. Motion by Field to deny the Victim Witness Coordinator appeals and accept the recommended classification in Grade I, second by Ross. Motion carried.
Discussion regarding the Benefit Specialist position. Motion by Pufahl to deny the Benefit Specialist appeal and accept the recommended classification in Grade H, second by Field. Motion carried.

Discussion regarding the Clerk Typist I position. Motion by Pufahl to approve the recommended title change from Clerk Typist I to Transportation Coordinator, second by Ross. Motion carried. Motion by Field to deny the Transportation Coordinator appeal and accept the recommended classification in Grade F, second by Drew. Motion carried.

Discussion regarding the Housekeeping Crew Leader position. Motion by Ross to deny the Housekeeping Crew Leader appeal and accept the recommended classification in Grade F, second by Drew. Motion passed, but was not unanimous.

Discussion regarding the Assistant Patrolman position. Motion by Drew to approve the recommended title change from Assistant Patrolman to Patrolman, second by Field. Motion carried. Motion by Field to deny the Patrolman appeal and accept the recommended classification in Grade G, second by Ross. Motion carried.

Discussion regarding the Master Mechanic position. Motion by Field to deny the Master Mechanic appeal and accept the recommended classification in Grade I, second by Ross. Motion carried.

Discussion regarding the Parts II position. Motion by Ross to deny the Parts II appeal and accept the recommended classification in Grade H, second by Drew. Motion passed, but was not unanimous.

Adjourned at 3:48 p.m. for a brief recess. The Committee reconvened at 3:58 p.m.

Discussion regarding the Roller and Screed Operator positions. Motion by Pufahl to approve the recommended title change from Roller to Equipment Operator, second by Drew. Motion carried. Motion by Pufahl to approve the recommended title change from Screed Operator to Equipment Operator, second by Ross. Motion carried. Motion by Drew to deny the Equipment Operator appeals and accept the recommended classification in Grade H, second by Ross. Motion carried.

Discussion regarding the Truck Driver positions. Motion by Ross to approve the recommended title change from Truck Driver to Highway Maintenance Worker, second by Drew. Motion carried. Motion by Pufahl to approve the reclassification of Highway Maintenance Worker from Grade F to Grade G, second by Drew. Motion failed. Highway employees who are currently classified as Truck Drivers may be reclassified as Patrolmen to avoid red circling.

Discussion regarding the Secretary position in the Sheriff’s Office. Motion by Drew to deny the Secretary appeal in the Sheriff’s Office and accept the recommended classification in Grade G, second by Field. Motion passed, but was not unanimous.

Discussion regarding the Accounting Assistant in the Treasurer’s Office. Motion by Pufahl to approve the reclassification of the Accounting Assistant in the Treasurer’s Office from Grade G to Grade H, second by Drew. Motion carried.
Discussion regarding the implementation of the Carlson Dettmann Compensation Plan for existing employees. A handout was provided to the Committee by County Clerk Moll, but no action was taken.

Discussion regarding soft red circle versus hard red circle. Motion by Ross to approve the soft red circle method, second by Drew. Motion carried. Under the soft red circle method, employees whose hourly pay rates are in excess of the approved maximum hourly rate will receive a lump sum across the board increase ("ATB") in January of each year, as applicable. The lump sum ATB for a red circled employee will be calculated by multiplying the employee’s base annual salary by any percentage ATB approved by the County Board of Supervisors as part of the annual County Budget.

Discussion regarding the payroll step progression method. Motion by Field to approve the payroll step progression method as presented, second by Drew. Motion carried. Step advancement will occur annually on an employee’s anniversary date of hire up to Step 6. Step advancement will occur biennially (every two (2) years) for steps 7 through 11.

Discussion regarding initial step placement. Motion by Ross to approve the initial step placement on January 1, 2015, providing for at least a 15 cent per hour increase, but not to exceed the maximum hourly rate, second by Pufahl. Motion carried.

Discussion regarding when employees will realize their next step in 2015. Motion by Pufahl that employees will realize their next step in 2015 on their anniversary date of hire, second by Drew. Motion passed, but was not unanimous.

The next Human Resources Committee meeting will be Friday, November 7, 2014, at 8:00 a.m.

Motion by Ross to adjourn the meeting of the Human Resources Committee at 5:41 p.m. Second by Field. Motion carried.

Respectfully Submitted,

Dan F. Drew
Human Resources Committee Secretary

Selina L. Hooker
Recording Secretary