Columbia County Human Resources Committee Minutes  
Tuesday, November 13, 2012

Committee Members Present: Susan Martin, Robert Westby, Bruce Rashke, Adam Field  
Absent: Teresa Sumnicht  
Also in Attendance: Joseph Ruf, William Casey, Dawn Woodard, Sheriff Dennis Richards, John Bluemke, Susan Raimer

The meeting was called to order by Chair Susan Martin at 8:50 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

**SOLID WASTE**
Bill Casey, Solid Waste Director, presented 2 replacement requests due to retirements.
- Motion by Westby to approve the replacement request for Truck Driver, Gale Neef, due to a January 4, 2013 retirement, second by Field. Motion carried.
- Motion by Rashke to approve the replacement request of the Solid Waste Director, Bill Casey, who will be retiring January 11, 2013, second by Westby. Motion carried.

**HEALTH & HUMAN SERVICES**
Dawn Woodard, HHS Director, requesting replacements for an Economic Support (ES) Lead Worker and Division Administrator of the ADRC and COA.
- Motion by Westby to approve the replacement request for an ES Lead Worker due to an internal hire and the ability to continue to refill future vacancies until fully staffed within HHS, second by Field. Motion carried.
- Motion by Field to approve the changes to the ES Lead Worker job description as presented, second by Westby. Motion carried
- Motion by Rashke to approve the replacement request of the Division Administrator of the ADRC and COA due to a resignation and continue to refill future vacancies within HHS if an internal candidate is selected, second by Field. Motion carried.

**SHERIFF**
Sheriff Dennis Richards requested replacement of a Jailer due to a resignation.
- Motion by Field to approve the replacement request of a Jailer due to a resignation, second by Westby. Motion carried.

**PLANNING & ZONING**
John Bluemke, Director of P&Z, presented a request to revise the previously approved Zoning & Sanitary Specialist limited term hire due to a military deployment. The request will change some of the position requirements.
- Motion by Rashke to approve the job description for a Land Use Specialist as presented, second by Westby. Motion carried.
- Motion by Field to approve the request to hire a limited term employee for the term of the military deployment and begin recruitment for a Land Use Specialist, second by Westby. Motion carried.
CLERK OF COURT
Susan Raimer, Clerk of Court, presented revisions to the Constitutional Office Deputy job description in the Clerk of Courts Office. A new request for this position is in 2013 budget.

- Motion by Westby to approve the changes to the job description as presented, second by Field. Motion carried.

The meeting was adjourned at 9:11 AM.

Respectfully Submitted,

Bruce J. Rashke
Human Resources Committee Secretary

Jane A. Bescup
Recording Secretary