



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Ad Hoc Ordinance Review and Recodification Committee Minutes October 29, 2020

Members present: Denise Brusveen, James E. Foley, Matthew L. Rohrbeck, Eric Shimpach
Members absent with notice: Adam Field

Also in attendance during all or portions of the meeting: Vern E. Gove, Kurt Calkins, Dave Drews, Jessica Hale, Chris Hardy (by conference call), Dean Kaderabek, Sue Moll, Joe Ruf, Lois Schepp, Cory Wiegel, Brenda Yaskal

The meeting of the Ad Hoc Ordinance Review and Recodification Committee was called to order by Chair Rohrbeck at 1:02 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Rooms #113-115, 112 E. Edgewater Street, Portage, Wisconsin.

Gove stated Supervisor Field may be resigning from the committee due to work commitments.

Approval of Agenda

Motion by Brusveen to approve the agenda as published. Second by Shimpach. Motion carried.

Public Input

None.

Approval of Minutes

Brusveen stated her name was spelled incorrectly in several areas.

Motion by Shimpach to approve the minutes of the October 9, 2020 Ad Hoc Ordinance Review and Recodification Committee meeting with corrections to the misspelled name. Second by Brusveen. Motion carried.

Review of Code of Ethics

Hale lead the discussion on the Code of Ethics. Discussion was held on having separate ordinances for employees and elected officials. It was determined to have 1 ordinance, noting specific rules when different for employees or elected officials.

Sec. 3.08 (1) (a) Exception

The limit for exceptions was discussed. The maximum amount will remain at \$10.00. If an amount over \$10 is received, officials or employees can contact Corporation Counsel for an advisory opinion.

Discussion was held on contracting with outside vendors, requiring managers, department heads, county supervisors, to disclose any conflicts. Family relationships will need to be defined.

Contracts with municipalities was reviewed and discussed.

The Ethics Inquiry Board membership was discussed. Enforcement and penalties need to specify who it applies to, employees, elected officials or if some positions are exempt (i.e. Corporation Counsel, Highway, Health and Human Services Director, Veterans Service Officer).

No action was taken on the Code of Ethics. Suggested revisions will be made and committee members will review the Code of Ethics at the "Catch All" meeting to be scheduled later.

Review of Personnel Manual for Management Manual

Recommended changes:

- Remove last two sentences on the front of the cover.

The Hiring Process

- New Positions
 - d. Change "will" to "may"
 - f. Add a statement that the Governing Committee must approve a new position first.
- Vacant Positions
 - b. Change "will" to "may"
 - c. Remove the entire line.
 - d. Add: The Executive Committee has the right to review and act on all vacant position requests.

Selection and Replacement of Department Head Positions

- 7. a. Discussion was held on the "at least 80% of the committee"
- 9. Remove.
- 10. Remove. Background checks are performed by the Human Resources Department and will be added as part of their County Department duties.
- Add: Does not apply to the Corporation Counsel, Highway, Health and Human Services, Veterans Service Officer, as these positions are confirmed by the County Board.
- 13. Changed to 11. Change introductory period from one (1) year to eighteen (18) months. Add: and/or Human Resources Committee to the second sentence to read: Individuals...during which the governing committee, and/or Human Resources Committee, may terminate...
- 14. Changed to 12. Remove "executives" and replace with "management".

Introductory Periods

- Remove entire first sentence "For department heads..."

Discussion was held regarding bargaining for more vacation benefits for new hires. This will be discussed further at a future meeting, along with the remaining portions of the manual.

Set Next Meeting Date

The next scheduled meeting of the Ad Hoc Ordinance Review and Recodification Committee was set for Friday, November 13, 2020 at 12:00 p.m. in Meeting Rooms #113-115 of the Administration building. The following will be reviewed: Miscellaneous Rules (New Chapter 19); County Departments (New Chapter 8/Former Title 11); County Manuals

Additional meeting dates were set as follows:

- Tuesday, November 17, 12:00 p.m., HHS Meeting Rooms – Review of Standing Rules
- Thursday, November 19, 1:00 p.m., HHS Meeting Rooms – Review of Standing Rules
- Monday, November 30, 8:00 a.m., Administration Meeting Rooms – Catch All for additional items requiring review
- Friday, December 11, 1:00 p.m., Administration Meeting Rooms – Final Review

Motion by Shimpach to adjourn the meeting. Second by Foley. Motion carried. The Ad Hoc Ordinance Review and Recodification Committee meeting was adjourned at 5:29 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Eric Shimpach", with a long horizontal flourish extending to the right.

Eric Shimpach
Ad Hoc Ordinance Review and Recodification Committee Secretary

These minutes were recorded by Sue Moll, County Clerk.