



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes April 13, 2015**

Members Present: Mary Cupery, Vern E. Gove, Kenneth Hutler, Kirk Konkell, Andy Ross

Also In attendance during all or portions of the meeting: Katie Day, Rich Hasse, Sue Moll, Dennis Richards, Joe Ruf

The meeting of the Executive Committee was called to order by Chair Gove at 1:00 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration Building, Room 114, 400 DeWitt Street, Portage, WI.

### **Approval of Agenda**

Motion by Hutler to approve the agenda as published. Second by Cupery. Motion carried.

### **Approval of Minutes**

Motion by Ross to approve the minutes of the March 9, 2015 and March 18, 2015 Executive Committee meetings and the minutes of the March 18, 2015 joint meeting with the Human Resources Committee. Second by Konkell. Motion carried.

### **Position Replacement/Change Requests**

Katie Day, Children and Families Administrator, requested to replace a clerk typist position at the Health and Human Services Department.

Motion by Hutler to approve the position request for a clerk typist at the Health and Human Services Department. Second by Konkell. Motion carried.

Day requested an increase of 10 additional hours a week for the juvenile court restitution officer. The increase will be covered through a line item transfer from another account.

Motion by Ross to approve the request for an increase of 10 additional hours per week for the juvenile court restitution officer. Second by Cupery. Motion carried.

Dennis Richards requested to replace a jailer position at the Sheriff's Department.

Motion by Konkell to approve the replacement request for a jailer at the Sheriff's Department. Second by Ross. Motion carried.

### **Appointments**

Konkell recommended the following corrections to the list of emergency fire wardens: "Columbia" Fire Department should be corrected to "Columbus" Fire Department, Randy Koehn, 123 W Harrison

Street, Columbus, WI 53925, 920-623-5914. On the signature line: Chairperson, "Iowa" County Board should be corrected to Chairperson, "Columbia" County Board.

Motion by Konkel to recommend the appointment of the list of Emergency Fire Wardens for 2015 with the corrections. Second by Ross. Motion carried.

#### **Operational Review – Veterans Service Officer**

Motion by Konkel to approve the March 2015 expenditure report for the Veterans Service Office. Second by Hutler. Motion carried.

Hasse reported out of county travel for his office.

Hasse shared information about Veterans Court and the benefits of implementing a similar court in Columbia County. Hasse requested approval to travel, with mileage reimbursement paid from his travel budget, so he could conduct further research on the Veterans Court and also witness similar courts currently operating. There will be no commitment to the County to implement a Veterans Court. Amanda Reich, Public Defender, will also be discussing Veterans Court with the district attorney and judges. State grants are available to fund the court.

Ross requested that the Veterans Service Office remain open, if possible, when Hasse is out of the office conducting his research.

Motion by Ross to approve Hasse's request for travel to witness and conduct research on Veterans Court and report back his findings to the Committee in two or three months. Second by Cupery. Motion carried.

#### **Operational Review – County Clerk**

Motion by Konkel to approve the March 2015 expenditure reports for the County Board. Second by Hutler. Motion carried.

Motion by Hutler to approve the March 2015 expenditure reports for the County Clerk. Second by Konkel. Motion carried.

Motion by Hutler to approve the March 2015 expenditure reports for the Insurance. Second by Konkel. Motion carried.

Moll reported budgets are in line and staff earned compensatory time during the Spring Election on April 7<sup>th</sup>.

#### **New/Changed/Replacement Position Review and Approval Process**

Ruf explained the current procedure for approving vacant positions, as stated in the County Policies and Procedures Manual for Management, requires the department head to receive approval from the governing committee, Human Resources Committee, Executive Committee; and the Finance Committee if there is a fiscal impact. The Human Resources Committee will be reviewing the policy to streamline the process for replacement requests with the recommendation to require the department head to receive approval from their governing committee and the Human Resources Committee. The Finance Committee will only need to review the replacement request if the costs are higher than budgeted for the position.

Motion by Cupery to streamline the process for position replacement requests. Second by Ross. Motion carried.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee is set for May 11, 2015 at 1:00 p.m.

Motion by Ross to adjourn at 1:45 p.m. Second by Hutler. Motion carried.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Kirk Konkel".

Kirk Konkel  
Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, County Clerk.*