

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Joint Human Resources and Executive Committees Minutes Friday, August 4, 2017

Notice: These minutes have not been approved by the Human Resources and Executive Committees and are subject to additions and/or corrections. They will be approved at next month's regularly scheduled committee meetings.

Executive Committee Members Present: Vern Gove, Mary Cupery, Jim Foley, Kirk Konkel

Absent with Notice: JoAnn Wingers

Human Resources Committee Members Present: Bruce Rashke, Adam Field, Matthew Rohrbeck, Barry Pufahl

Absent with Notice: Dan Drew

Also in Attendance: Joseph Ruf, III, Cory Wiegel, Amy Yamriska, Judge W. Andrew Voigt, Susan Raimer, Jane Kohlwey, Dawn Woodard, Chris Hardy, Kris Anderson, Kurt Calkins, John Hartman, John Bluemke, Greg Kaminski, Sheriff Dennis Richards, Michelle Olson, Selina Hooker, Mark Zimmerman, Lyn Jerde

The joint meeting was certified to be in compliance with the Wisconsin Open Meetings Law. The HR meeting was called to order by HR Chair Bruce Rashke at 8:00 a.m. The Executive meeting was called to order by Executive Chair Vern Gove at 8:00 a.m. Meeting to review the 2018 budget position requests.

The Department Heads presented their requests supported by documentation. Results were tabulated at the end of the meeting.

Buildings and Grounds:

Cory Wiegel, Director of Buildings and Grounds, presented the 2018 position requests. One new janitor would start in January of 2018 and the other new janitor would start in April of 2018. These positions were agreed to by the Human Resources Committee in June. Wiegel has \$98,000 to offset the budgeted amount.

- Janitor – new full time
- Janitor – new full time

Columbia Health Care Center:

Amy Yamriska, CHCC Administrator, presented the 2018 position requests. These positions will not have any impact on the County tax levy.

- Groundskeeper – LTE 600 hours/year
- Preventative Maintenance Mechanic (current employee) – increase PT from 37.5 to 40 hours/week

Clerk of Courts:

Judge W. Andrew Voigt and Susan Raimer, Clerk of Courts, presented the 2018 position request. They discussed the request to increase staff hours from 37.5 to 40 hours per week.

- All Court staff – increase all Court staff from 37.5 hours/week to 40 hours/week

District Attorney:

Jane Kohlwey, District Attorney, presented the 2018 position request. A lot of compensatory time is being accrued in the DA's Office. If the legal secretary position goes from part time to full time, it will reduce the compensatory time. It will also hopefully reduce the turnover rate for this position.

- Legal Secretary – increase legal secretary position from part time to full time 18.75 hours/week to 40 hours/week

Health & Human Services:

Dawn Woodard, H&HS Director, presented the 2018 position requests.

- Social Worker – Children LTS – new full time. HHS would hire the social worker contingent upon State funding for Children Long Term Support. If the position is not hired, the work will have to be contracted out.
- Social Worker – new full time to reduce NW Connections Contract. This new position would follow up on all crisis calls. This position would reduce the Northwest Connections Contract, but it would not be a complete elimination of the Contract.
- Juvenile Court Restitution – increase hours from 32.5 to 37.5 per week. If this position were increased to 37.5 hours/week, staff would be able to provide more services to children placed out of the home, so the children could be returned home quicker.
- ADRC Drivers – increase hourly rate from \$9.00 to \$9.50 per hour. Discussion on the current wage not being competitive. ***Motion by Foley to move this request back to the Human Resources Committee. Seconded by Cupery. Motion carried. Motion by Pufahl to move this request back to the Human Resources Committee. Seconded by Field. Motion carried.***

Highway:

Chris Hardy, P.E., Highway Commissioner, presented the 2018 position requests.

- Highway Maintenance Worker – increase HMWs who are on steps 1-5 to Step 6. There are currently nine (9) people that would be increased to Step 6. This position is seeing some wage compression. The qualified candidate pool is dwindling. Hopefully starting candidates at Step 6 will bring in more qualified candidates.
- Four (4) LTE Truck Drivers – will decrease Contracts. These positions would offset the current Contracts.

Land Information:

Kris Anderson, Land Information Director, presented the 2018 position request.

- Real Property Lister to GIS Tech – Real Property Lister – title change and increase from Grade H to Grade I

Land & Water:

Kurt Calkins, Land & Water Director, presented the 2018 position request. This position will help with the Farmland Preservation Program. There may be some State contribution for this LTE.

- LTE – new 480 hours seasonal employee

MIS:

John Hartman, MIS Director, presented the 2018 position requests. These requests would be promotions for two (2) employees.

- ISS3 – increase ISS2 to ISS3
- ISS2 – increase ISS1 to ISS2

Motion by Foley to move these requests back to the Human Resources Committee. Seconded by Cupery. Motion carried. Motion by Pufahl to move these requests back to the Human Resources Committee. No Second. Motion failed. These positions will stay on the list.

Planning & Zoning:

John Bluemke, Planning & Zoning Director, presented the 2018 position requests. Bluemke prioritized these positions as: 1. Administrative Assistant; 2. Zoning & Sanitary Specialist; 3. Zoning & Land Use Intern.

- Zoning & Sanitary Specialist – new full time
- Administrative Assistant (current employee) – part time 18.75 hours/week to full time 40 hours/week
- Zoning & Land Use Intern – new 528 hours seasonal employee

Solid Waste:

Greg Kaminski, Solid Waste Director, presented the 2018 position requests.

- Operations Manager – new full time. Solid Waste needs this position to help supervise the facility. Increased revenue should help offset the cost of this position.
- Administrative Assistant LTE (current employee) – part time 16 hours/week. Solid Waste Director Kaminski, would like to keep the LTE position for 2018.

Sheriff:

Sheriff Richards presented the 2018 position requests. There is no expected revenue to offset the cost of these positions. The Committee asked the Sheriff to rank the positions in order of importance. Sheriff's position is that all of them are equally important.

- Jail Lieutenant – new full time
- Patrol Lieutenant Midnight – new full time
- Deputy Sheriff – new full time

Brief discussion about UW Extension positions.

Rashke recessed the Committee at 9:52 a.m. The meeting was reconvened at 10:00 a.m.

The Committee members took into consideration the requests and individually prioritized them. The ranking results are attached.

Motion by Pufahl to adjourn the Human Resources Meeting at 10:27 a.m. Seconded by Field. Motion carried. Motion by Foley to adjourn the Executive Meeting at 10:27 a.m. Seconded by Cupery. Motion carried.

Respectfully submitted,



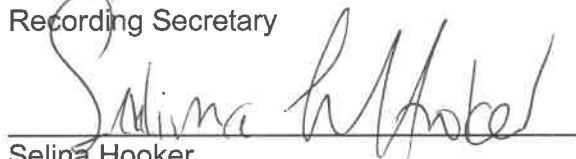
Matthew Rohrbeck
Human Resources Committee Secretary



Selina Hooker
Recording Secretary



JoAnn Wingers
Executive Committee Secretary



Selina Hooker
Recording Secretary