

# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Joint Human Resources and Executive Committees Minutes Friday, August 17, 2018

Committee Members Present: Bruce J. Rashke, Adam R. Field, Dan F. Drew, Barry Pufahl, Matthew L. Rohrbeck, Vern E. Gove, JoAnn Wingers

Excused Absence: James E. Foley

Also in Attendance: Joseph Ruf, Susan Raimer, Judge W. Andrew Voigt, Jane Kohlwey, Amy Yamriska, David Drews, Dawn Woodard, Katie Day, Lois Schepp, Supervisor Don DeYoung, Supervisor Andy Ross, Roger Brandner, Selina Hooker, Lyn Jerde-PDR

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.

The Joint meeting was certified to be in compliance with the Wisconsin Open Meetings Law.

***Motion was made by Wingers to approve the agenda. Seconded by Pufahl. Motion carried.***

**Accounting Supervisor Replacement Request.** Lois Schepp provided an update to the Committee. Mat Schneider, Accounting Supervisor at the Highway Office, has resigned. Discussion. ***Motion was made by Drew to approve the Accounting Supervisor Replacement Request. Seconded by Wingers. Motion carried.***

Meeting to review the 2019 Budget position requests.

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

### **Sheriff**

Roger Brandner, Detective-Lieutenant, presented the following fulltime position requests for 2019:

1. Jail Lieutenant
2. Lieutenant – Midnights
3. Deputy
4. Deputy

The most important of the four (4) positions requested are the two (2) Deputy positions. The Public Safety Committee Meeting Minutes from August 13, 2018, were provided as a reference for these requests.

Discussion.

### **District Attorney**

Jane Kohlwey, District Attorney, presented a request to increase a legal secretary's hours from 18.75 hours per week to 40 hours per week. Discussion.

### **Health & Human Services**

Dawn Woodard, Health and Human Services Director, and Katie Day, Children & Families Division Administrator, presented the following fulltime position requests for 2019:

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1. Social Worker DCF
2. Children & Families Supervisor

Discussion.

**Health Care Center**

Amy Yamriska, Health Care Center Administrator, presented a request for a full time Dietary Crew Leader.  
 Discussion.

**Highway**

Joseph Ruf, III, Corporation Counsel, presented a request for step increases for the Highway Maintenance Workers. Carlson Dettmann is currently reviewing these positions as part of the compensation plan review process. Discussion.

**MIS**

David Drews, MIS Director, presented a request for two (2) current fulltime positions to be increased from Application Developer 1 to Application Developer 2. Discussion.

**Clerk of Court**

Susan Raimer, Clerk of Court, and Judge W. Andrew Voigt, presented a request for an increase in hours from 37.5 hours per week to 40 hours per week for the Clerk of Court Office, Register in Probate Office, and the Judicial Assistants. Handouts provided. Discussion.

*Motion was made by Pufahl to remove the Highway request from the ranking process. Seconded by Rohrbeck. Motion failed 3 to 2.*

The Committee members ranked the requests and results were tabulated.

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

RANK	Department	Position	Request	Status	Range
1	MIS	Application Developer 1 to Application Developer 2	2 current FT positions increased from 1 to 2	Promotion from AD 1 to AD 2	Grade I Step 11 to Grade K Step 8
2	Sheriff	Deputy	Full time position	New request	Sworn Contract Step 1
3	Clerk of Court	COD, RIP, JA personnel	Increase hours	37.5 - 40 hrs/wk	Grades G & I Steps vary
4	Health Care Ctr	Dietary Crew Leader	Full time position	New request	Grade HCC-G Step 1
5	Highway	Hwy Maint Wrker step increases	Increase to retain	Bump HMW 1 step	Grade F Steps vary

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6	Sheriff	Deputy	Full time position	New request	Sworn Contract Step 1
7	District Attorney	Legal Secretary	Increase hours to FT	18.75 hr/wk - 40hrs/wk	Grade G Step 2
8	Health & Human Services	Social Worker DCF	Full time position	New request	Grade J Step 1
9	Health & Human Services	Children & Families Supervisor	Full time position	New request	Grade L Step 1
10	Sheriff	Lieutenant - midnights	Full time position	New request	Grade M Step 1
11	Sheriff	Jail Lieutenant	Full time position	New request	Grade M Step 1

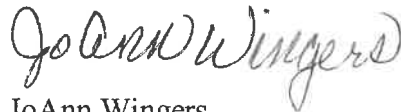
*Motion by Field to adjourn the Human Resources meeting at 9:39 a.m., seconded by Pufahl. Motion carried.*

*Motion by Drew to adjourn the Executive Committee meeting 9:39 a.m., seconded by Wingers. Motion carried.*

Respectfully Submitted,



Matthew Rohrbeck  
 Human Resources Committee Secretary



JoAnn Wingers  
 Executive Committee Secretary

Notice:

These "Draft" minutes have not been approved. They are the notes of the recorder and are subject to revisions or additions at a subsequent meeting of the Committee.