

Joint EXECUTIVE and HUMAN RESOURCES Meeting

Monday, July 11, 2005

Columbia County Courthouse

Chairman's Office

Committee Present: Susan Martin, Harlan Baumgartner, Daniel See, Debra Wopat, Andy Ross, Barry Pufahl, Dr. J. Robert Curtis, Robert Westby
Present: Joseph Ruf, William Casey, Lois Schepp, Sandra Roberts, Amy Yamriska, Cory Wiegel, Robert Hamele, Kurt Calkins, Laura Paine, Captain Darrel Kuhl, Chief Deputy Michael Babcock, Paul Ferguson - Portage Daily Register

Meeting called to order at 10:34 AM by Columbia County Chairman Susan Martin. The purpose of the meeting was to review 2006 written requests submitted for additional hours or staff in Columbia County departments. Department Heads were scheduled to present their request(s) to the committee. The positions will be ranked by the committee at the end of the meeting.

SOLID WASTE

Bill Casey, Director of Solid Waste had 3 requests. A 2006 contract with the City of Lodi for garbage pick up will be confirmed at a later date affecting the need to hire, positions will not be filled if the contract is not signed. Contracts are secured with the Village of Poynette, various villages and towns and the City of Portage for recyclable pickup. The revenue generated by contracts with Lodi and Poynette will cover the cost of 2 Truck Drivers, 1 designated for compost and 1 designated for recycling. 70 ton of compost per day is needed to operate efficiently and effectively. The Solid Waste Department has a drop-off attendant who works every Saturday morning for the Town of Pacific earning \$8.00 per hour which they are requesting to increase to \$9.00 per hour.

ACCOUNTING

Lois Schepp, Comptroller, requesting to increase 2 positions from 37.5 to 40 hours per week. Switchboard Operator at the Health Care Center leaves at 4:00 each day and calls are transferred then to the Health Care Center Administrator. The increase would possibly be reimbursable through medicare rates but will not be reflected until year end. Salary and fringes for this position come out of the Health Care Center budget. The Accountant I at Health & Human Service has accounting responsibilities affiliated with the Sheriff's Office Huber program and is funded 100% through administrative dollars, therefore, no county dollars are allocated for this hourly increase request.

HEALTH & HUMAN SERVICE

Sandra Roberts, Health & Human Service Director, had 9 requests. She presented case scenarios prepared by Social Workers for committee review. She discussed mandatory requirements and the necessary documentation to accompany compliance of programs. Wisconsin failed the Federal audit of Child Protective Services (CPS) and will now be governed by Federal guidelines which equates to new reporting, procedures and requirements. She is requesting a total of 4 Social Workers, 1 for each of the following units, CPS, Youth Aides, Mental Health & Intake/Access Relief Staff and Long Term Care Support (LTS). The LTS position would work with elderly or disabled being fully funding from State and Federal dollars. Public Health Nurses (PHN) community needs and funding sources/grants were explained. She is requesting dollars to increase one nurse from 75% to 95% and one from 75% to 100%. The position of Deputy Director has been vacant a couple of years, Sandie discussed the staff needs for management. This position would provide flexibility to take on duties as assigned by the

Director. They recently found out they are not qualified for the grant to fund a portion of hours for the Restitution Worker. Another grant funded program will have dollars depleted December 31, 2005 through a sunset clause. The county funding request is to cover the cost to maintain the current hours of the Restitution worker (position is 72%, 54 hrs/bi-weekly based on a 37.5 hour work week). Commission on Aging drivers request was for an increase in the wage scale to be implemented January 1, 2006.

Start - \$7.00/hr, 6 months - \$7.25/hr, 18 months - \$8.25/hr, 30 months - \$8.75 with across the board annual increase received annually upon reaching 30 month step.

HEALTH CARE CENTER

Amy Yamriska, Health Care Center Administrator, requesting a Restorative Aide. The employee would be a Certified Nursing Assistant (CNA) who has extra training to carry out the additional needs of residents who have been discharged from medicare. The hours would increase Physical Therapy for residents with direct care reimbursement through Medical Assistance funding. There is a current staff member who is trained and interested and could be assigned these duties making them a full time employee through the additional hours. The Personnel Analyst request would increase from 32 to 35 hours/week. This position is responsible for Human Resources functions and payroll at the HCC. Dollars could possibly be reimbursable through medicare but this will not be reflected until year end.

BUILDINGS & GROUNDS

Cory Wiegel, Director of Buildings & Grounds, requesting a Housekeeping Aide. Current cleaning contracts and costs were discussed with explanation to internalize the building cleaning were highlighted. The current contract for cleaning is \$51,576 and to hire a full time employee with benefits would cost \$49,233.48 in 2006. This position would be assigned the PM shift at the Law Enforcement Center and the Annex Building.

LAND & WATER CONSERVATION

Kurt Calkins, Land & Water Conservation Director and Bob Hamele, Chairman of AG and Land & Water Conservation Committee, requested a Land Conservation Technician, currently 3 Technicians. Implementation of new programs and participating townships was explained. CREP Program, Storm Water management, Park, Lazy and Tarrant Lake management programs discussed. Funding sources include grants, interest accounts from partnering programs and summer intern dollars were part of the proposal to fund the cost. Responsibilities could include ordinance development, projects planning, inventory and marketing proposals. If approved the continuation of position funding will need to be reviewed once dollars/funding have been depleted.

HUMAN RESOURCES

Joseph Ruf, Human Resources Director and Corporation Counsel, requesting increasing hours from 37.5 to 40 per week for 2 positions, Personal Analyst and Human Resources Program Coordinator. Merger of the Corporation Counsel Office and Human Resources includes a staff of 3 in HR and 2 in the Corporation Counsel Office. 3 of the 5 work 40 hours per week. Personnel savings of \$22,700 were recognized from the changes made in HR at the Health Care Center.

UW EXTENSION

Laura Paine, UW Extension Crops & Soils Agent and Bob Hamele, Chairman of AG and Land & Water Conservation Committee, requested restoration of the Family Living Educator (80%) to full time and Community Resources Development Educator (50%) to 80%, these 2 positions experienced previous reductions in funding. The positions salaries are funded 60% by the state and 40% by the county. Discussion of continued demands of programs and expansion.

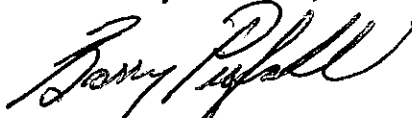
SHERIFF

Chief Deputy Michael Babcock and Captain Darrel Kuhl, Jail Administrator, requested 1 Jail Lieutenant, 1 Jail Nurse, 4 Jail Sergeants and 1 Deputy to serve as a Transportation Officer. There proposal is to promote from within the department for the Lieutenant and Sergeants and do not intend on hiring any Jail staff to replace those vacancies through promotion. Discussion included Federal inmates housed at \$50.00 per day as established by the Federal Government and all costs incurred reimbursed. There is a possibility of the Federal Prison Bureau using the Jail facility for the drop off point with prisoners staying 1 day to 1 week. The State of WI does not reimburse costs incurred while housing State inmates at County Jail facilities. A Jail Nurse will assist in managing inmates, the inmate currently pays \$3.00 to see a nurse and \$5.00 to have an appointment to see a M.D., this fee is established by the County Board. The daily Jail population was discussed and booking time for each prisoner takes 10, 20, or 25 minutes depending on the circumstances. The request for management staff of 1 Lieutenant and 4 Sergeants would provide more supervision and assistance in decisions supporting new staff within the Jail facility. It was projected that housing 8 Federal prisoners per day would fund the cost of these positions plus a Jail Nurse. The Jail is currently staffed by 2 part time contracted Registered Nurses (RN) working 20 hours per week cost is \$36,000 annually. These positions would be kept to cover for the full time RN maintaining 24/7 coverage.

Chairman Martin requested the committee rank the requests but don't consider positions that would not require county funding. The results will be passed on as advisory to the Finance Committee. All positions will depend on final budget figures.

Meeting was adjourned at 3:27 PM. By Chairman Martin.

Secretary of Record,



Barry Puffahl
Executive Committee

Secretary of Record,



Andy Ross
Human Resources Committee

Recording Secretary



Jane Bescup
HR Program Coordinator

cc: Executive Committee *w/agendas*
Human Resources Committee
Finance Committee
Joseph Ruf, Corporation Counsel/Human Resources Director
Lois Schepp, Comptroller
William Casey
Sandra Roberts
Amy Yamriska
Cory Wiegel
Kurt Calkins
Laura Paine
Sheriff Steven Rowe

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