



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, January 3, 2020

Committee Members Present: Adam Field, Dan Drew, Barry Pufahl, Matthew Rohrbeck, and Bruce Rashke via Skype

Also in Attendance: Vern Gove, James Foley, Susanna Bradley, Nancy Long, Sheriff Roger Brandner, Greg Bisch, Lois Schepp, Dawn Woodard, Katie Day, Susan Lorenz, Becky Mulhern, Kate Young, David Drews, Joseph Ruf, Jamie Henriksen, Nicole Aimone - PDR

The meeting was called to order by Vice Chair Adam Field at 8:00 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Pufahl to approve the agenda, second by Drew. Motion carried.

Approval of Minutes

Motion by Pufahl to approve meeting minutes from the December 6, 2019 Human Resources Committee, second by Rohrbeck. Motion carried.

Approval of Expenditure Report

Motion to approve report by Pufahl, second by Rohrbeck. Motion carried.

Accounting

- Lois Schepp, Comptroller, presented a position replacement request for an Accounting Assistant at the Highway Department due to a resignation. Motion by Drew to approve the position replacement request for an Accounting Assistant, second by Rohrbeck. Motion carried.

Health & Human Services

- Dawn Woodard, Health & Human Services Director, and Susan Lorenz, Division Administrator and Health Officer, presented a 2020 request to increase hours from 300 per year to 520 per year for the WIC Breastfeeding Peer Counselor. The additional hours are grant funded from 2020 through 2025 and will sunset when the grant ends. Motion by Rashke to approve the 2020 increase in hours from 320 per year to 520 per year contingent on the grant funding, second by Drew. Motion carried.
- Woodard and Lorenz also presented an Out of State Travel Request for Ellen Ellingsworth, WIC Director, to travel to Washington D.C. to attend the NWA Leadership Conference. All travel and lodging expenses are to be paid by the awarded scholarship. The only cost to the County would be any overtime or compensatory time worked by Ellen as she is traveling on a weekend. Motion by Drew to approve the Out of State Travel Request, second by Rohrbeck. Motion carried.
- Becky Mulhern, ADRC Director, presented a 2020 request to increase hours per week from 18.75 (.5 LTE) to 28.13 (.75 LTE) for one Information & Assistance Specialist (ADRC). The additional hours are grant funded will sunset when the grant ends. Motion by Drew to approve the 2020 increase in hours from 18.75 (.5 LTE) to 28.13 (.75 LTE) hours per week, second by Rashke. Motion passed 3-1 with Field opposed and Pufahl abstaining.

Sheriff

- Sheriff Brandner presented a position replacement request for a Dispatcher. Motion by Pufahl to approve the position replacement request for a Dispatcher, second by Drew. Motion carried.
- Sheriff Brandner stated he did not intend to act on the agenda item of "Sheriff's Office Management Compensation Review" at this time. He plans to monitor the overtime worked by the Lieutenants and use the 2020 year as a "test" year to see if it's appropriate to change Patrol Lieutenants to salaried positions.

Circuit Courts

- Joseph Ruf III, Corporation Counsel, presented information on the Consolidated Court Automation Programs – Digital Audio Recording System. The County will be responsible for the wiring of the new machines. We should know more in the months to come.

Human Resources

- Ruf stated the transition to Quartz Insurance has been fairly smooth.

CLOSED SESSION

Motion by Drew to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Wage Adjustment – Accounting Assistants; 2020 Wage and Hour Adjustment – Senior Accounting Staff; HHS Employee Grievance; Wage Adjustment on Promotion from Application Developer III to Application Manager; Sheriff's Office Management Compensation Review]. Second by Pufahl. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:39 AM.

OPEN SESSION

The Committee returned to open session at 9:25 AM.

Accounting

- Motion by Pufahl to approve the wage adjustments for two Accounting Assistants, second by Drew. Motion carried.
- Motion by Rohrbeck to approve the 2020 Wage and Hour Adjustment for the Senior Accounting Staff, second by Drew. Motion passed 3-2 with Field and Rashke opposed.

Health and Human Services

- Motion by Pufahl to reinstate the HHS employee until the end of her original probation period, second by Drew. Motion failed 2-3 with Field, Rohrbeck and Rashke opposed.
- Motion by Field to deny HHS grievance, second by Rohrbeck. Motion passed 3-2 with roll call vote, Pufahl: No, Rashke: Yes, Field: Yes, Drew: No and Rohrbeck: Yes.

Management Information Services

- Motion by Drew to approve the wage adjustment on promotion from Application Developer III to Application Manager, second by Pufahl. Motion carried.

The next HR Committee meeting is scheduled for Friday, March 6, 2020, at 8:00 AM at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:33 AM, second by Drew. Motion carried.

Respectfully Submitted,


Dan Drew
Secretary Human Resources Committee


Jamie Henriksen
Recording Secretary