



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, January 4, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, Tom Borgkvist, Roger Brandner, Greg Kaminski, Dawn Woodard, Susan Lorenz, Becky Mulhern, Cory Wiegel, Lyn Jerde-PDR

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

### Approval of Agenda

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

### Approval of Minutes

Motion by Pufahl to approve 2 sets of meeting minutes from December 7, 2018, second by Field. Motion carried.

### Approval of Expenditure Report

Motion by Pufahl to approve the expenditure report, second by Drew. Motion carried.

### General Review of Department Activities

The HR Department will have 2 staff members retiring and recruitment has begun to refill those vacancies. The Department continues to recruit for various vacancies and hiring to fill approved positions. The Sheriff's Office has worked collaboratively with HR during the transition of Roger Brandner to the Sheriff's position.

### **HEALTH AND HUMAN SERVICES (HHS)**

Requests presented by Dawn Woodard, HHS Director and Susan Lorenz, Division Administrator Public Health:

- Review of revisions to the job description updating the duties of the Public Health Nurse (PHN) was presented for approval. Motion by Drew to approve the changes as presented, second by Pufahl. Motion carried.
- Discussion of a replacement request for a Public Health Nurse (PHN) due to a resignation and the increase in hours of the WIC Program Registered Dietician Technician. Discussion of the position requests, specific duties required and the overlap of grant funding supporting the request within the WIC and Public Health programs. Motion by Pufahl to approve the replacement request for a PHN and the increase in hours of the Registered Dietician Technician full time (37.5 hours per week). Motion passed 3-2 with Rohrbeck abstaining and Drew opposed.

- Replacement request for a Human Services Aide in the Division of Economic Support due to a retirement. Motion by Pufahl to approve the request, second by Field. Motion carried.

- Becky Mulhern, Director ADRC, presented a new job description for a Mobility Manager. The employee classified as the Transportation Coordinator was sent to various trainings over a 4 year period to complete and obtain the required certification. This is not State mandated but it could lead to other funding sources. Mulhern doesn't expect there would be a replacement request for the Transportation Coordinator position. There will be a request to have Carlson Dettmann study the position for Grade placement on the Compensation Schedule. Motion by Drew to approve the job description, second by Rohrbeck. Motion carried.

### **SOLID WASTE (SW)**

Greg Kaminski, SW Director, presented a replacement request for an Operation Manager due to a resignation. Motion by Field to approve the replacement request, second by Pufahl. Motion carried.

### **SHERIFF**

Roger Brandner, Sheriff elect, presented several requests:

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- A revised job description for the Chief Deputy position was presented for approval. Discussion. Motion by Rohrbeck to approve the job description with recommended changes, second by Drew. Motion carried.
- Request for a Detective Sergeant position. Currently a Deputy is assigned as an investigator performing many of the same duties as a Detective. The Sheriff's Office budget categorizes this position in the Detective Division. The classification cost to compensate at the Detective Sergeant range would be \$4,895.83. Discussion of Countywide law enforcement coverage, scheduling, increased calls and current society issues. Brandner is requesting to hire a replacement for a Deputy Sheriff and believes he can find money for all the equipment required for a Deputy in the budget. Motion by Rohrbeck to approve 2 positions an internal move of a Deputy Sheriff to a Detective Sergeant classification and hiring a new Deputy Sheriff, second by Field. Motion carried.
- Replacement request for a Jail Sergeant which will be an internal promotion requiring replacement of a Jailer. Motion by Drew to approve the request to replace a Jailer, second by Field. Motion carried.

**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. [Detective Lieutenant – wage adjustment; Lieutenant(s) and Janitor – wage adjustment], second by Pufahl. Committee role call was unanimous to enter into closed session at 9:15 AM.

**OPEN SESSION**

The Committee returned to open session at 9:53 AM.

**BUILDING & GROUNDS**

Motion by Field to approve the placement of Janitor staff from Grade D to Grade E maintaining the same step they are currently placed on, second by Drew. Motion carried.

**SHERIFF**

- Motion by Pufahl to approve the placement of Sheriff Lieutenants (2 Patrol and 1 Jail) to Step 11 in Grade M, second by Drew. Motion carried.
- Motion by Rohrbeck to approve the placement of 1 Detective Lieutenant to Step 10 in Grade N, second by Drew. Motion carried.

**HUMAN RESOURCES (HR)**

- The HR Department has 2 staff retiring. Motion by Field to approve the replacement requests for the HR Program Coordinator and Personnel Analyst, second by Pufahl. Motion carried.
- Aspen Family Counseling has submitted the contract renewal for the Employee Assistance Program (EAP). Discussion. Motion by Pufahl to approve the contract renewal, second by Field. Motion carried.
- Request to pay employees red circled since the implementation of the Carlson Dettmann wage study. Two employees did not receive the across the board increase as they are compensated above the pay grade placement. Motion by Pufahl to approve a lump sum payment equating to 1%, second by Field. Motion carried.

The next HR Committee meeting is scheduled for Friday, March 1, 2019 at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:13 AM, second by Field. Motion carried.

Respectfully Submitted,



Dan Drew  
Secretary Human Resources Committee



Selina L. Hooker  
Recording Secretary  
Minutes recorded by Jane Bescup