



# COLUMBIA COUNTY

Board of Supervisors

400 DeWitt Street  
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

## Columbia County Human Resources Committee Minutes Friday, January 6, 2017

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Barry Pufahl, Dan Drew,  
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, James Foley, Chris Hardy, Darrel Kuhl, Patrick  
Beghin, Dawn Woodard, Cory Wiegel, Tim Fisher, Lyn Jerde (PDR)

The meeting was called to order by Chair Bruce Rashke at 8:01 AM and was certified to be in compliance with  
the Wisconsin Open Meetings Law.

### Approval of Agenda

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

### Approval of Minutes

Motion by Pufahl to approve the HR Committee meeting minutes from December 2 and December 21, 2016,  
second by Drew. Motion carried.

### Approval of Expenditure Report

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

### General Review of Department Activities

Workers Compensation claims discussed. 2016 Department temporary location has worked out well. Review  
of the year end budget status.

### HIGHWAY

Highway Commissioner, Chris Hardy, presented a replacement request for a Highway Maintenance Worker  
due to a resignation. Motion by Pufahl to approve the replacement request, second by Rohrbeck. Motion  
carried.

### BUILDINGS & GROUNDS

Cory Wiegel, Director of Buildings & Grounds, presented a request for a Janitor. The request is related to a  
part time Housekeeping Aide resignation. The position is budgeted to be replaced by a full time Janitor in 2017  
to staff the needs of the new Administration Building. Motion by Drew to approve the request with an  
anticipated hire by the end of March, second by Field. Motion carried.

### SHERIFF

Chief Deputy Darrel Kuhl and Emergency Management (EM) Coordinator Patrick Beghin presented:

- Replacement request for the EM Coordinator position due to the retirement of Beghin in early 2017.  
Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.
- Replacement request for the Deputy EM Coordinator once the position becomes vacant due to an  
anticipated internal promotion. Motion by Drew to approve the request, second by Field. Motion  
carried.
- Review of the revisions to the job description for the EM Coordinator. Motion by Drew to approve the  
changes as presented, second by Rohrbeck. Motion carried.
- Review of the revisions to the job description for the Deputy EM Coordinator. Motion by Drew to  
approve the changes as presented, second by Field. Motion carried.
- Discussion. Motion by Drew to revise the weight restriction from 30 lbs. to 50 lbs. on the EM  
Coordinator job description, second by Field. Motion carried.
- Discussion on reorganization of Emergency Management which is currently a Division of the Sheriff's  
Office. The current EM organization will remain in place.

**HEALTH AND HUMAN SERVICES (HHS)**

Dawn Woodard, Health and Human Services Director, presented three (3) replacement requests.

- Replacement request for a Social Worker in Child Protective Services due to a resignation. Motion by Drew to approve the replacement request, second by Rohrbeck. Motion carried.
- Replacement request for a Social Worker in the Behavioral Health Division due to a resignation. Motion by Drew to approve the replacement request, second by Rohrbeck. Motion carried
- Replacement request for a Behavioral Health Program Coordinator due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.

**HEALTH CARE CENTER**

Personal leave request for an employee who has exhausted benefits and Family Medical Leave. Motion by Drew to approve the request for a personal leave through March 3, 2017, the next Human Resources Committee meeting, second by Pufahl. Motion carried.

**HUMAN RESOURCES (HR)**

**CLOSED SESSION**

Motion by Pufahl to enter into closed session pursuant to Wisconsin State Statute Section 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Employee Performance Improvement Plan Review and Compensation Adjustment.], second by Field. Motion carried unanimously.

**OPEN SESSION**

Committee returned to open session at 9:14 AM. Motion by Rohrbeck to reinstate employee back pay wages of \$4,225.20 as presented, second by Drew.

The next HR Committee meeting will be Friday, March 3, 2017, at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 9:18 AM, second by Field.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary