



COLUMBIA COUNTY

Board of Supervisors

112 East Edgewater Street
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Human Resources Committee Minutes Friday, January 7, 2022

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, and James Foley

Absent: JoAnn Wingers

Also in Attendance: Vern Gove, Shonna Neary, Heather Gove, Roger Brandner, Greg Kaminski, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:01 a.m. 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 Foley. Motion carried.

Approval of Minutes

Motion by Pufahl to approve: December 3, 2021 Regular Human Resources Committee Meeting Minutes, second by Foley. Motion carried.

Supervisor Rohrbeck joined the meeting at 8:02 a.m.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Foley, second by Pufahl. Motion carried.

Accounting

- Comptroller Select, Shonna Neary, presented a position replacement request for an Assistant Comptroller due to an anticipated retirement. Neary also presented a position replacement request for the Accounting Supervisor/Project Manager to replace her position, as she was selected as the Comptroller Select. Motion by Pufahl to approve the position replacement requests for both of the Assistant Comptroller and the Accounting Supervisor/Project Manager positions as presented, once the positions are vacant, second by Foley. Motion carried.
- Neary presented a position replacement request for an Accountant I due to a resignation. Motion by Foley to approve the position replacement request for an Accountant I, second by Rohrbeck. Motion carried.

Health & Human Services:

- Health & Human Services Director Heather Gove presented a position replacement request for a Disability Benefit Specialist due to a termination. Motion by Foley to approve the position replacement request for a Disability Benefit Specialist as presented, second by Pufahl. Motion carried.
- Heather Gove presented two (2) position replacement requests for Social Workers, both due to resignations. Motion by Rohrbeck to approve both of the position replacement requests for Social Workers, second by Pufahl. Motion carried.
- Heather Gove presented a position replacement request for a Public Health Nurse due to a retirement. Motion by Foley to approve the position replacement request for a Public Health Nurse as presented, second by Pufahl. Motion carried.

Sheriff

Human Resources Committee Meeting
January 7, 2022

- Sheriff Roger Brandner presented two (2) position replacement requests for Jailers due to resignations. Motion by Foley to approve both of the position replacement requests for Jailers, second by Pufahl. Motion carried.

Solid Waste

- Solid Waste Director, Greg Kaminski presented a position replacement request for a part-time Administrative Assistant due to a resignation. Motion by Pufahl to approve the position replacement request for a part-time Administrative Assistant, second by Rohrbeck. Motion carried.

UW Extension

- Joseph Ruf, III, presented a request for COVID Premium Pay from a former employee who was laid off. Discussion. Motion by Foley to deny the COVID Premium Pay request as presented, second by Pufahl. Motion carried.

Human Resources

- Joseph Ruf, III presented a general review of HR Department activities. Hiring continues and the HR staff is busy finishing up year-end tax reporting.
- Ruf and HR Program Manager Jodi Burmania, presented revisions and updates to the Personnel Manual for Management concerning pay and vacation for exceptionally qualified new hires. Discussion. Motion by Pufahl to approve the Personnel Manual for Management revisions/updates as presented with the addition of the words "or pay above step 6" into the last sentence of the paragraph, second by Foley. Motion carried.
- Ruf and Burmania presented a revised Position Request form that includes a special request to "Continue to fill all related internal vacancies without additional Committee approvals" box for department heads to check for Committee consideration. Discussion. Motion by Foley to approve the revised Position Request form as presented, second by Rohrbeck. Motion carried.

The next HR Committee meeting is scheduled for Friday, February 4, 2022, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 8:44 a.m., second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary