



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, January 8, 2016

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Andy Ross

Absent: Dan Drew

Also in Attendance: Joseph Ruf, Mary Cupery, Mike Babcock, Chris Hardy, Greg Kaminski, Lyn Jerde-PDR

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

### Approval of Agenda

Motion by Ross to approve the agenda as presented, second by Pufahl. Motion carried.

### Approval of Minutes

Motion by Pufahl to approve the December 4, 2015 HR Committee meeting minutes, second by Field. Motion carried.

### Approval of Expenditure Report

The Committee reviewed and discussed the expenditure report. Motion by Ross to approve the expenditure report, second by Field. Motion carried.

### General Review of Department Activities

Ruf provided an update on successful recruitments and hiring, however, some positions remain a recruitment challenge. The office will be relocating to 115 West Conant Street with the move completed before February 1, 2016.

### HIGHWAY

- Review of an employee request for reimbursement of personal property loss. The Committee viewed the damaged property and the cost of replacement was presented. Motion by Pufahl to approve reimbursement for the employee's out of pocket cost of \$479.75, second by Field. Motion carried.
- An extension of a Personal Leave of Absence was requested by an employee who has depleted all time as defined in the Policies and Procedures. Motion by Ross to approve one (1) month of personal leave based on calendar days (not hours), second by Pufahl. Motion carried.

### SOLID WASTE

Greg Kaminski, Solid Waste Director, presented several requests.

- Request for a part time Limited Term Administrative Office Assistant, 16 hours per week at \$14.00 per hour. The position was in the 2015 budget but not part of the 2016 budget. Motion by Pufahl to approve the position January 1, 2016 – December 31, 2016, second by Ross. The position will be funded through the Solid Waste LTE budget. Future Solid Waste Department annual budgets may include a request for this position. Motion carried. The Executive and Finance Committees will need to approve the request.
- The Town of West Point has several individuals who work at the transfer site. These individuals were hired and are paid by Columbia County. The Town of West Point submitted a written request to increase the hourly rate for the employees who work at the West Point transfer site. The Town of West Point contracts with the County to provide the personnel with the cost reimbursed by the Town. The contract goes through 2016. Motion by Ross to approve an increase of \$2.00 per hour for the County employees working at the transfer site which will be added to the Town of West Point reimbursement. Motion failed for lack of a second. Motion by Pufahl to approve an increase of \$1.00 per hour for the County employees working at the transfer site which will be added to the Town of West Point reimbursement, second by Ross. Discussion. Supervisor Field expressed concerned of the fairness and equality of such an increase and the option to sever the contract allowing West Point to hire and pay the employees directly. Motion carried with Supervisor Field opposed.

**HUMAN RESOURCES**

- Highway Foremen wage scale placement information was presented related to step placement of four (4) positions. Ruf explained the current policy for promotions: an increase of 5% if 1 grade and 8% but not to exceed 10% if the promotion is 2 grades or more. When the new compensation plan was implemented the decision was made that no employee's wage would be reduced through placement in a new Grade and Step. Motion by Pufahl to take no action at this time, second by Ross. Discussion. This item will be placed on a future meeting agenda. Supervisor Field proposed freezing the step of the promoted employee and thereby preventing a second increase within a year's time frame. That action would prevent an increase to Step 5 for the employee recently promoted to Foreman and take no action on a wage adjustment for the other three (3) Foreman. Supervisor Pufahl withdrew his motion.

Motion by Field to freeze the Step 4 placement of the recently promoted Foreman for one (1) year. In addition there will be a moratorium on future step increases for promoted employees, second by Pufahl. Motion carried.

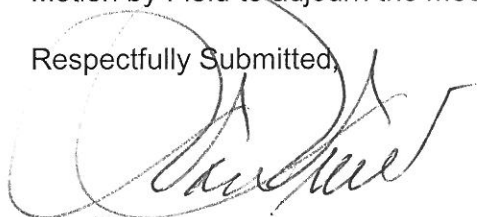
Motion by Ross to place a hold on Grade and Step adjustments for new promotions until the promotion pay rules can be clarified, second by Field. Motion carried.

- The County Negotiating Committee and the Sheriff Sworn Union successfully bargained a 2016 Contract. The Union membership ratified the Contract that will be presented at the County Board of Supervisors meeting in January 2016 for ratification. Ruf explained the changes, but the HR Committee was not required to take any action on the Contract prior to the January 2016 County Board ratification vote.

The next meeting will be a Friday, February 5, 2016 at 8:00 AM.

Motion by Field to adjourn the meeting at 9:42 AM, second by Ross.

Respectfully Submitted,



Dan Drew  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary