



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Human Resources Committee Minutes Friday, January 8, 2021**

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

Also in Attendance: Vern E. Gove, Chris Polzer, Nancy Long, Sheriff Brandner, Heather Gove, Cathy Karls, Lois Schepp, Stacy Opalewski, Chris Hardy, Cory Wiegel, Lisa Krintz, Joseph Ruf III, Jodi Burmania, Jamie Henriksen, and Susan Endres – Portage Daily Register

The meeting was called to order by Chair Adam Field at 8:01 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

Motion by Foley to approve the agenda, second by Rohrbeck. Motion carried.

### Approval of Minutes

Motion by Pufahl to approve the minutes from the HR Committee Meeting held on December 4, 2020, second by Rohrbeck. Motion carried.

### Public Input

Stacy Opalewski, Treasurer, presented concerns with postponing her request to fill the vacancy in her office due to her being elected Treasurer with the retirement of Deborah Raimer. Discussion. An HR Committee Meeting may be scheduled prior to the County Board Meeting to address the vacancy.

### Approval of Expenditure Report

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

### Accounting

- Lois Schepp, Comptroller, presented a position replacement request for an Accounting Assistant due to a retirement. Motion by Rohrbeck to approve the position replacement request for an Accounting Assistant, second by Pufahl. Motion carried.

### Highway & Transportation

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Patrolman due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Patrolman, second by Foley. Motion carried.

### Health & Human Services:

- Heather Gove, Director of Health & Human Services, presented a position replacement request for a Human Services Aide due to a retirement. Motion by Pufahl to approve the position replacement request for a Human Services Aide, second by Foley. Motion carried.
- Gove presented a position replacement request for an Economic Support Specialist due to a resignation as the employee accepted a position in the Child Support Agency. Motion by Pufahl to approve the position replacement request for an Economic Support Specialist, second by Foley. Motion carried.
- Gove presented a position replacement request for a CCS Social Worker in the Behavioral Health & Long-Term Support Division (BHLTS), which has been vacant for quite some time. This is a budgeted position. Motion by Foley to approve the position replacement request for a CCS Social Worker in the BHLTS Division, second by Pufahl. Motion carried.

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- Gove presented a position replacement request for a Behavioral Health Program Coordinator due to a resignation. Motion by Pufahl to approve the position replacement request for a Behavioral Health Program Coordinator, second by Foley. Motion carried.
- Gove presented an updated position description for the Aging and Disability Resource Center (ADRC) Director. Discussion. Motion by Pufahl to approve the position description as presented, second by Foley. Motion carried 3-1, with Field opposed.
- Gove presented a position replacement request for the ADRC Director due to a termination. Motion by Foley to approve the position replacement request for the ADRC Director, second by Rohrbeck. Motion carried.
- Gove informed the Committee she appointed Ellen Ellingsworth as Interim Public Health Officer, who will fill in until a permanent Public Health Officer is hired. Motion by Rohrbeck to support HHS Director Gove's decision to appoint Ellen Ellingsworth until someone new is hired, second by Foley. Motion carried.
- Gove presented a request to increase hours for the Registered Dietetic Technician position from 33.75 per week to 37.5 per week to assist Ellen Ellingsworth with performing both the Director of WIC and the Interim Public Health Officer positions. The hours for this position will return to 33.75 hours once a permanent Public Health Officer is hired. Motion by Foley to approve the temporary increase in hours from 33.75 per week to 37.5 per week for the Register Dietetic Technician until a Public Health Officer is hired, second by Pufahl. Motion carried.
- Ruf reviewed wage and staffing level for nurses in various Columbia County departments and surrounding counties including Dane County and year to date overtime for the Public Health Division.

#### **Sheriff**

- Sheriff Brandner presented an updated position description for a Jail Booking Officer. Discussion. Motion by Pufahl to approve the updated position description for a Jail Booking Officer, second by Rohrbeck. Motion carried.
- Sheriff Brandner presented a position replacement request for a Jail Booking Officer due to a retirement. Motion by Pufahl to approve the position replacement request for a Jail Booking Officer, second by Foley. Motion carried.
- Sheriff Brandner also presented a position replacement request for a Secretary due to a retirement. Motion by Foley to approve the position replacement request for a Secretary, second by Rohrbeck. Motion carried.

#### **Register of Deeds**

- Lisa Krintz, Register of Deeds, presented an updated position description for a Real Estate Website Technician. Motion by Pufahl to approve the updated position description for a Real Estate Website Technician, second by Foley. Motion carried.

#### **Facilities Management**

- Cory Wiegel, Facilities Management Director, presented an updated position description for a Facilities Mechanical/Maintenance Engineer. Motion by Pufahl to approve the updated position description for a Facilities Mechanical/Maintenance Engineer, second by Foley. Motion carried.

#### **Human Resources**

- Ruf presented a general review of department activities. The HR Department is busy with year-end activities, open enrollment for various benefits and the Coronavirus Pandemic.

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**CLOSED SESSION**

Motion by Foley 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 [Facilities Management Department Management and Organization; Medical Examiner's Office Management and Organization]. Second by Rohrbeck. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:15 a.m.

**OPEN SESSION**

Motion by Rohrbeck to return to open session. Second by Foley. The Committee returned to open session at 11:01 a.m.

**Human Resources (closed session)**

- Motion by Foley to move forward, and have other required Committees consider the request to increase the Administrative Assistant position in the Facilities Management Department from part-time, 18.75 hours per week, to full-time, 37.5 hours per week, second by Pufahl. Motion carried, 3-1 with Field opposed.
- Motion by Rohrbeck to direct Human Resources to follow through and proceed as directed by the Human Resources Committee in the closed session regarding the Medical Examiner's Office Management and Organization closed item, second by Foley. Motion carried.

The next HR Committee meeting is scheduled for Friday, February 5, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Foley to adjourn the meeting at 11:05 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary