



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 Monday, January 9, 2023

Committee Members Present: Adam Field, Keith F. Miller, Steven Rohrbeck, Char Holtan, and Mike Weyh
Also in Attendance: Denise Brusveen, Roger Brandner, Chris Hardy, Shonna Neary, Heather Gove, Amy Yamriska, Joseph Ruf, III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 4:03 p.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Holtan to approve the agenda, second by Miller. Motion carried.

Approval of Minutes

Motion by Rohrbeck to approve the December 12, 2022, Regular Human Resources Committee Meeting Minutes, second by Miller. Discussion. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Weyh, second by Miller. Motion carried.

Accounting:

- Comptroller, Shonna Neary, presented a position replacement request for an Accounting Assistant due to a termination. Motion by Miller to approve the position replacement request for an Accounting Assistant as presented, second by Holtan. Motion carried.

Health & Human Services:

- Director of Health & Human Services, Heather Gove, presented a proposal for overtime for the economic support staff. The State is offering additional funding to cover the costs as the restrictions will again be enforced since the public health emergency is expiring. Motion by Miller to approve the proposed overtime request for the economic support staff, not to exceed the amount of funding received from the State, as presented, second by Holtan. Motion carried.
- Gove presented a position request to extend the Public Health Community Health Worker position through December 31, 2024. This position is grant funded and the funding is set to continue. Motion by Holtan to approve the proposed position request to extend the Public Health Community Health Worker position through December 31, 2024, as presented, second by Weyh. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, presented revisions to the Foreman position description to now include the Wyocena location. Motion by Miller to approve the revisions to the Foreman position description as presented, second by Weyh. Motion carried.
- Hardy presented Revisions to the General Employee Handbook – Special Provisions for the Highway and Transportation Department – Additional Special Provisions for Field Employees – Purchase and Use of Safety Equipment. Discussion. Motion by Field to approve the revisions as presented for the Highway and Transportation Department and also for the Solid Waste Department, second by Miller. Motion carried.

Sheriff:

- Sheriff Roger Brandner presented a position replacement request for a Dispatcher due to a retirement. Motion by Miller to approve the position replacement request for a Dispatcher as presented, second by Holtan. Motion carried.
- Sheriff Brandner presented a position replacement request for a Dispatch Coordinator due to a resignation. Motion by Miller to approve the position replacement request for a Dispatch Coordinator as presented, second by Holtan. Motion carried.

CLOSED SESSION

Motion by Holtan to enter into closed session pursuant to Wis. Stat. § 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 [Compensation Review – Certified Nursing Assistants (C.N.A.); Employee Leave of Absence]. Second by Miller. Committee roll call to go into closed session was unanimous. Committee went into closed session at 4:45 p.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Weyh. The Committee returned to open session at 4:59 p.m.

Action on Closed Session Items:

- Motion by Rohrbeck to approve the proposal for the compensation review for the five (5) Certified Nursing Assistants (C.N.A.s) as presented in closed session. Second by Miller. Motion carried.
- Motion by Field to approve the leave of absence, without requiring the employee to use all of their benefit time right away through January 25, 2023, as presented in closed session. Second by Holtan. Motion carried.

Land Information:

- Corporation Counsel/HR Director, Joseph Ruf, III, presented a position replacement request for a GIS Analyst due to a resignation. Discussion. Motion by Miller to approve the position replacement request for a GIS Analyst in the Land Information Department as presented, second by Weyh. Motion carried.

Human Resources

- Ruf and Jodi Burmania, HR Program Manager, presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy with year-end wrap-up.
- Discussion by Burmania and Ruf regarding the General Employee Handbook and the Employee Compensation Schedule. There have been several County Board Members that have been talking to employees for ideas on how to retain current employees and recruit future employees. Discussion. These were informational only items and no action was taken.

The next HR Committee meeting will be Monday, February 13, 2023, at 4:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 6:06 p.m., second by Holtan. Motion carried.

Human Resources Committee Meeting
January 9, 2023

Respectfully Submitted,

A handwritten signature in black ink that reads "Steven Rohrbeck". The signature is written in a cursive style with a large, prominent "S" at the beginning.

Steven Rohrbeck
Secretary Human Resources Committee

A handwritten signature in black ink that reads "Jamie Henriksen". The signature is written in a cursive style with a large, prominent "J" at the beginning.

Jamie Henriksen
Recording Secretary