

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, February 5, 2016

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Andy Ross

Absent: Barry Pufahl

Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, 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 Drew to approve the agenda as presented, second by Field. Motion carried.

Approval of Minutes

Motion by Ross to approve the January 8, 2016 HR Committee meeting minutes, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

County Departments are managing the adjustment to compensatory time accruals and payouts since the maximum limit of 40 hours was imposed. The HR office relocated to 115 West Conant Street February 1, 2016 with assistance of Building and Grounds and MIS staff.

HEALTH AND HUMAN SERVICES (HHS)

Susan Lorenz, HHS Division of Health Administrator, presented 3 items.

- The Public Health Nurse (PHN) job description had revisions explained by Lorenz. Motion by Field to approve the job description as presented, second by Drew. Motion carried.
- Replacement request for a PHN due to a resignation. Motion by Drew to approve the replacement request, second by Ross. Motion carried.
- Replacement request for a Social Worker due to a resignation. Motion by Drew to approve the replacement request, second by Ross. Discussion. Motion carried.

SOLID WASTE

Greg Kaminski, Solid Waste Director, presented several requests related to department restructuring. The opportunity to restructure is due, in part, to the recently submitted retirement of the Operations Supervisor.

- Kaminski explained the reorganization, addressed the affiliated cost and possible effects. He is proposing replacing the Operations Supervisor, eliminating two (2) Foreman positions replacing with one (1) Recycling Supervisor. The change would provide enhanced supervision in overseeing Department operations and safety for County Staff and temporary Huber personnel. The costing indicates the overall Department cost will remain unchanged but possibly some savings could be recognized. Motion by Drew to approve the restructuring and Solid Waste Organization Chart as submitted, second by Ross. Motion carried
- Motion by Drew to approve the replacement request for the Operation Supervisor and changes to the job description, second by Field. Motion carried.
- Motion by Ross to approve the new position of a Recycling Supervisor and the job description, second by Drew. Motion carried.

HIGHWAY

- 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 (4th request). The Committee expressed concern related to the effects of staff shortage. Motion by Drew to approve one (1) month of personal leave based on calendar days (not hours), second by Ross. Motion carried.

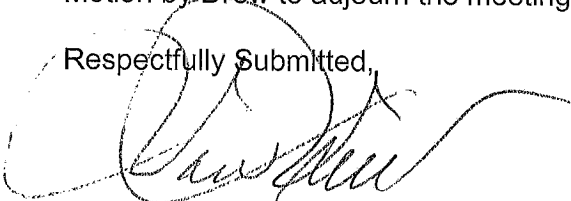
HUMAN RESOURCES

- The formula for promotions and demotions related to the implementation of the Compensation Plan was presented for review and approval. Motion by Field to adopt the policy change as presented, second by Drew. Motion carried.
- Joe Ruf reported on Eminent Domain related to the new construction of County property and explained where the County is in the process of obtaining properties:

The next meeting will be a Friday, March 4, 2016 at 8:00 AM.

Motion by Drew to adjourn the meeting at 9:10 AM, second by Field.

Respectfully Submitted,



Dan Drew
Human Resources Committee Secretary



Jane Bescup
Recording Secretary