



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, February 13, 2023

Committee Members Present: Adam Field, Keith F. Miller, Steven Rohrbeck, Char Holtan, and Mike Weyh
Also in Attendance: Denise Brusveen, Jim Stilson, Chris Hardy, Brenda Yaskal, Heather Gove, Kurt Calkins, Dave Drews, Jason Willemarck, Joseph Ruf, III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 4:00 p.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

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

Approval of Minutes

Motion by Miller to approve the January 9, 2023, Regular Human Resources Committee Meeting Minutes, second by Weyh. Discussion. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

District Attorney:

- District Attorney, Brenda Yaskal, presented a revised position description for a Victim Witness Coordinator. Discussion. Motion by Holtan to approve the revised position description for a Victim Witness Coordinator as presented, second by Weyh. Motion carried.
- Yaskal presented a revised position description for a Legal Assistant. Discussion. Motion by Miller to approve the revised position description for a Legal Assistant as presented, second by Weyh. Motion carried.
- Yaskal presented a revised position description for a Legal Secretary. Discussion. Motion by Miller to approve the revised position description for a Legal Secretary as presented, second by Holtan. Motion carried.
- Yaskal presented a position replacement request for a part-time Legal Secretary due to a resignation. Motion by Miller to approve the position replacement request for a part-time Legal Secretary as presented, second by Weyh. Motion carried.

Facilities Management:

- Director of Facilities Management, Jason Willemarck, presented a position replacement request for a Janitor due to a retirement. Motion by Holtan to approve the position replacement request for a Janitor as presented, second by Miller. Motion carried.

Health & Human Services:

- Director of Health & Human Services, Heather Gove, presented a position replacement request for a Clerk Typist due to a termination. Motion by Miller to approve the position replacement request for a Clerk Typist as presented, second by Holtan. Motion carried.

Human Resources Committee Meeting
February 13, 2023

- Gove presented a position replacement request for an HHS Aide in DCF due to a resignation. Motion by Miller to approve the position replacement request for an HHS Aide in DCF, as presented, second by Weyh. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, said he plans to update the Highway Committee on the Master Mechanic Apprenticeship Program soon, and will also bring this Committee the same updates. This was an informational item only.
- Hardy presented revisions to the Equipment Operator position description to now include the highway dispatch position. Motion by Miller to approve the revisions to the Equipment Operator position description as presented, second by Weyh. Motion carried.
- Hardy presented revisions to the Construction Manager position description. Motion by Weyh to approve the revisions to the Construction Manager position description as presented, second by Miller. Motion carried.
- Hardy presented a position replacement request for a Ferry Operator due to a resignation. Motion by Miller to approve the position replacement request for a Ferry Operator, as presented, second by Holtan. Motion carried.
- Hardy presented three (3) position replacement requests for Patrolman positions, all due to resignations. Motion by Miller to approve all three (3) of the position replacement requests for Patrolman positions, as presented, second by Holtan. Motion carried.

Land & Water Conservation Department (LWCD):

- Director of Planning & Zoning and Land & Water, Kurt Calkins, presented a position replacement request for a Land & Water Resource Management Specialist due to a resignation. Discussion as this request was tabled until July 2023 at the recent governing committee meeting. The HR Committee would like this item back on the agenda for March 2023 but took no action.

Management Information Services (MIS):

- Director of Management Information Services, David Drews, presented a position replacement request for an Application Developer II due to a retirement. Motion by Rohrbeck to approve the position replacement request for an Application Developer II, as presented, second by Miller. Motion carried.

Sheriff:

- Captain & Jail Administrator, James Stilson, presented four (4) position replacement requests, one for a Detective Captain, and one for a Patrol Captain, both due to retirements, one for a Jailer and one for a Deputy, both due to resignations. Motion by Miller to approve all four (4) of the position replacement requests as presented, second by Holtan. Motion carried.

Human Resources

- Corporation Counsel/HR Director, Joseph Ruf, III 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 Employee Compensation Schedule. There are concerns regarding employee burnout. Discussion. This was an informational only item and no action was taken.
- Discussion by Burmania and Ruf regarding a request received from the current Clerk of Courts, Julie Kayartz, relating to the COVID premium pay as she is not eligible as an elected official. Discussion as payment was for a time period that she was eligible for this pay. Motion by Miller to approve payment to Julie Kayartz of \$300.00, as presented, second by Holtan. Motion carried 4-1 with Field opposed.

Human Resources Committee Meeting
February 13, 2023

CLOSED SESSION

Motion by Miller 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 [Employee Leave of Absence]. Second by Holtan. Committee roll call to go into closed session was unanimous. Committee went into closed session at 4:43 p.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Holtan. The Committee returned to open session at 4:48 p.m.

Action on Closed Session Items:

- Motion by Field to approve the leave of absence, as presented and discussed in closed session. Second by Miller. Motion carried.

The next HR Committee meeting will be Friday, March 10, 2023, at 1:00 p.m. at the Administration Building in Meeting Rooms 113/114.

Motion by Miller to adjourn the meeting at 5:23 p.m., second by Weyh. Motion carried.

Respectfully Submitted,


Steven Rohrbeck
Secretary Human Resources Committee


Jamie Henriksen
Recording Secretary