

# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, March 1, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, Tom Borgkvist, James Foley, Roger Brandner, Greg Bisch, Dawn Woodard, Chris Hardy, Cory Wiegel, Sue Moll, Lois Schepp, Selina Hooker, Jodi Burmania, Tara Kessenich, Jamie Henriksen, Lyn Jerde-PDR,

The meeting was called to order by Chair 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, second by Field. Motion carried.

### Approval of Minutes

Motion by Field to approve meeting minutes from January 4, 2019 (HR Open and Closed) and from January 16, 2019 (HR; Joint judiciary and HR; Joint ISP and HR), second by Drew. Motion carried.

### ACCOUNTING

Lois Schepp, Comptroller, presented replacement requests for 2 Accounting Assistants and an Accounting Aide due to a resignation. Motion by Pufahl to approve the replacement requests, second by Drew. Motion carried.

### BUILDING & GROUNDS

Cory Wiegel, Building and Grounds Director, presented a proposal to change the Department name from "Buildings and Grounds" to "Facilities Management Department." Discussion on cost to re-label Department and titles of some staff members. Also a proposal from Wiegel to change Clerk Typist position to Administrative Assistant and increase hours. Motion by Drew to approve the Department name change, second by Field. Motion carried.

### COUNTY CLERK

Sue Moll, County Clerk, presented a revised position description change for a Constitutional Office Deputy. Motion by Pufahl to approve the revised position description, second by Field. Motion carried. Moll also presented a replacement request for this position due to a transfer. Motion to approve the replacement request by Pufahl, second by Rohrbeck. Motion carried.

### HIGHWAY

Chris Hardy, Highway Commissioner, presented replacement requests for an Equipment Operator and a Highway Maintenance Worker. Motion by Pufahl to approve the replacement requests, second by Drew. Motion carried.

### SOLID WASTE (SW)

Joe Ruf presented a replacement request for a Truck Driver due to a resignation. Motion by Drew to approve the replacement request, second by Rohrbeck. Motion carried.

### HEALTH AND HUMAN SERVICES (HHS)

Discussion by Ruf on Fair Labor Standards Act (FLSA) status of HHS supervisory positions. Woodard and Ruf agree that the Children's Disability Coordinator and the Crisis and AODA Coordinator (both positions in HHS Behavioral Health and Long Term Support Division) should be changed from non-FLSA Exempt to FLSA Exempt status. Motion by Drew to approve treating the named positions as FLSA exempt, second by Pufahl. Motion carried. Employees will not lose any benefit time earned up to this point. Any other FLSA status changes must come before the HR Committee. Motion carried

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**Child Support**

Ruf presented a revised position description change and a replacement request for the Child Support Administrator due to retirement. Motion by Field to approve the revised position description, second by Pufahl. Motion carried. Motion to approve the replacement request by Rohrbeck, second by Field. Motion carried.

**SHERIFF**

Sheriff Roger Brandner presented the following requests:

- Replacement request for a Jailer. Motion by Drew to approve the replacement request, second by Rohrbeck. Motion carried.
- Proposal to increase the part time Secretary wage from \$14.00 per hour to \$18.00 per hour. Motion by Pufahl to approve wage increase, second by Field. Motion carried.

**CLOSED SESSION**

Motion by Rohrbeck 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 [Chief Deputy Sheriff Wage Adjustment]; and, pursuant to WI State Statute Section 19.85 (1)(f), Stats., considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations [District Attorney's Office Staffing]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:52 AM.

**OPEN SESSION**

The Committee returned to open session at 9:22 AM.

**SHERIFF**

Motion by Pufahl to set the wage for Chief Deputy Bisch at step 8, \$42.258 per hour with review for possible increase in 6 months, second by Rohrbeck. Motion carried.

**HUMAN RESOURCES (HR)**

- New employees Tara Kessenich, Personnel Analyst and Jamie Henriksen, HR Program Coordinator were introduced.
- 2018 Human Resources Department Annual Report was presented by Ruf. Motion to approve by Field, second by Drew. Motion carried.
- Review of the position replacement and revision process was presented by Ruf. The policy will be updated to reflect the current process, with possible Committee action next month.
- Expenditure report presented by Ruf. Motion to approve by Pufahl, second by Drew. Motion carried.


The next HR Committee meeting is scheduled for Friday, April 5, 2019, at 8:00 AM in the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:48 AM, second by Field. Motion carried.

Respectfully Submitted,



Dan Drew  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary