



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, March 2, 2018

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, David Drews, Chris Hardy, Dawn Woodard, 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 Pufahl to approve the HR Committee meeting minutes from January 5, 2018, second by Drew. Motion carried.

### Approval of Expenditure Report

Motion by Field to approve the expenditure report, second by Drew. Motion carried.

### General Review of Department Activities

The Compensation Study by Carlson Dettmann is underway and the Committee will receive information at a future meeting after the reorganization of the County Board of Supervisors in April.

### **PLANNING AND ZONING (P&Z)**

Joe Ruf presented the request for replacement of the P&Z Director due to retirement. Discussion of Department structure, combining departments and involvement of HR Committee in a reorganization moving forward. Motion by Field to table the replacement approval pending a consolidation plan. Motion failed due to the lack of a second. Motion by Pufahl to approve the replacement request, second by Drew. Discussion. If consolidation would be approved, the HR Committee would be involved with Department reorganization, job description approval, compensation plan and ordinance changes. Chair Rashke called for a vote on the motion. The motion carried with Supervisor Field voting no.

### **MANAGEMENT INFORMATION SERVICES (MIS)**

Replacement request presented by MIS Director David Drews for an ISS 1. Motion by Field to approve the replacement request, second by Drew. Motion carried.

### **HIGHWAY**

Chris Hardy, Highway Commissioner, presented and explained the changes in the job description for the Shop Foreman position. Motion by Pufahl to approve the changes as presented, second by Drew. Motion carried.

Replacement requests were presented for the following vacancies:

- Foreman in the Shop due to a retirement.
- Highway Maintenance Worker due to a resignation.
- Highway Maintenance Worker due to a resignation.

Motion by Pufahl to approve replacement of all 3 positions, second by Drew. Motion carried.

### **HEALTH & HUMAN SERVICES (HHS)**

Dawn Woodard, HHS Director, presented 2 replacement requests:

- Social Worker (37.5 hrs./wk.) due to a resignation and relocation.
- OWI Treatment Court Coordinator (37.5 hrs./wk.) due to a resignation.

Motion by Pufahl to approve replacement of the 2 positions, second by Drew. Motion carried.

**BUILDING & GROUNDS (B&G)**

Replacement request for a Janitor due to a resignation was presented. Motion by Field to approve the replacement, second by Drew. Motion carried.

**HUMAN RESOURCES**

- Employees received a 1% increase as approved by the County Board of Supervisors effective January 1, 2018. Employees who are red circled, defined as exceeding the top step (11) of the Compensation Plan when it was implemented, do not receive an adjustment in the hourly rate or a step increase. A lump sum payment to 9 employees providing a 1% increase would cost \$3,841.07. Motion by Pufahl to approve payment to the employees, second by Drew. Motion carried.

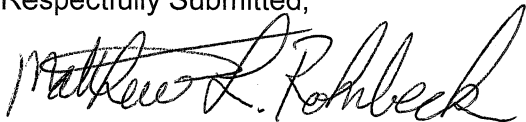
- Salaries for the 4 year term (2019 – 2022) of the elected positions of Sheriff and Clerk of Courts are required to be established by April in the election year. Discussion. Motion by Pufahl to revise the draft resolution to reflect a salary increase of 2.5% each year, second by Drew. Motion carried. The recommendation will be sent to the Finance Committee for final approval.

- 2017 Human Resources Department Annual Report was presented and approved by the Committee.

The next HR Committee meeting will be Friday, April 6, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck, second by Field to adjourn the meeting at 9:31 AM. Motion carried.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary