



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, March 3, 2017

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Barry Pufahl, Dan Drew,  
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, James Foley, Chris Hardy, Dawn Woodard, Ashley Jahn, Sheriff Dennis Richards, Darrel Kuhl, Amy Yamriska, Susan Raimer, Debbie Raimer, Teresa Sumnicht, Lyn Jerde (PDR)

The meeting was called to order by Chair Bruce Rashke at 8:01 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

Motion by Pufahl to approve the agenda as presented, second by Rohrbeck. Motion carried.

### Approval of Minutes

Motion by Field to approve the HR Committee meeting minutes from January 6 and January 18, 2017, second by Drew. Motion carried.

### Approval of Expenditure Report

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

### General Review of Department Activities

HR staff have completed updating the 2017 wage tables, continue to advertise/recruit/hire, and are preparing to move to the new facility this summer. Preliminary work on the 2018 budget has started.

### TREASURER

Deborah Raimer, Treasurer, submitted a replacement request for an Accounting Assistant due to a recent vacancy. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried unanimously.

### SHERIFF

- Sheriff Dennis Richards discussed wage compression between Sheriff's Management and Deputies/ Detectives/Sergeants. The discussion started at the Public Safety Committee and included recruitment, experience of sworn staff, promotion process, and retention. This topic will continue to be discussed as part of the 2018 budget process.
- Sheriff Richards presented a request to increase the Deputy Emergency Management Coordinator from 37.5 to 40 hours per week. Funding for the increased hours is available from staff vacancies following retirements. Discussion. Motion by Pufahl to approve the increase in hours through the end of 2017, second by Rohrbeck. Motion carried, Drew opposed.

### CLERK OF COURT

Susan Raimer, Clerk of Court, presented a replacement request for a Constitutional Office Deputy due to a retirement. Motion by Drew to approve the replacement request, second by Field. Motion carried

### HEALTH AND HUMAN SERVICES (HHS)

Dawn Woodard, Health and Human Services Director, presented the following:

- Review of revisions to the Division Administrator of Behavior Health and Long Term Support job description, including dropping the requirement for clinical licensure. Discussion. Motion by Field to approve all changes as presented, second by Rohrbeck. Motion carried.
- At a January 18, 2017 joint meeting with the HHS Governing Committee, the HR Committee approved the extension of a 40 hour week for assigned staff to cover a part-time Information and Assistance (I&A) Specialist vacancy. The HHS Governing Committee extended the continuation of the additional hours through the end of 2017 or until a candidate is hired. Discussion. The HR Committee maintained its previous decision approving the increased hours through June 2017, but will review this issue again in May.

**COLUMBIA HEALTH CARE CENTER (CHCC)**

Amy Yamriska, CHCC Administrator, explained a payroll step placement decision as part of a staff promotion. A CHCC employee was promoted to the Environment Services Crew Leader position. Strict application of the 5% limit on salary increases for promotions would have resulted in an insignificant pay increase for the employee. The employee was placed on a step that provided more than a 5% increase for accepting the additional duties of the new position. Motion by Drew to approve and support the CHCC Administrator's decision, second by Pufahl. Motion carried.

**HIGHWAY**

Highway Commissioner, Chris Hardy, presented a replacement request for a Highway Maintenance Worker due to a retirement. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.

**HUMAN RESOURCES (HR)**

- Motion by Drew to approve the Resolution to transfer funds for the 2017 Sheriff Sworn Union Contract for the purpose of discussion, second by Pufahl. Discussion on issues related to the new compensation schedule. Motion carried, Pufahl abstained.
- Motion by Field to approve the resolution for transfer funds related to the 2017 County Employees across the board (ATB) increase of 1% to the Compensation Schedule, second by Drew. Motion carried.
- Motion by Drew to approve a lump sum increase to employees who remain red circled since the implementation of the Compensation plan, second by Field. Motion carried.
- Amendment of the Policies and Procedures for Field Employees of Columbia County Highway & Transportation regarding Holidays was tabled to a future meeting.
- Amendment the Policies and Procedures related to the Emergency Management Office was tabled to a future meeting.

**CLOSED SESSION**

❖ Motion by Pufahl at 9:06 AM to enter into closed session pursuant to Wisconsin State Statute Section 19.85(1)(f) 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 [HHS staff exit interviews], second by Field. Committee roll call was unanimous. Discussion on definition of who can attend a closed session meeting. Chair Rashke called the meeting into closed session at 9:12 AM.

**OPEN SESSION**

The Committee returned to open session at 10:28 AM.

- Motion by Field to approve the 2016 HR annual report as submitted, second by Drew. Motion carried.

The next HR Committee meeting will be Friday, April 7, 2017, at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 10:44 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary