



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, March 4, 2016

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl

Absent: Andy Ross

Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Chris Hardy, Mike Babcock, Judge Alan White, Dawn Woodard, Cory Wiegel, 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 Drew to approve the February 5, 2016 HR Committee meeting minutes, second by Field. Pufahl abstained. 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

The staff has settled into the new location at 115 W Conant St. The department remains stable with nothing new to report.

### **CIRCUIT COURT – OWI Treatment Coordinator**

Judge Alan White addressed the Committee on the OWI Treatment Coordinator explaining the program and grant dollars that fund the position. Health and Human Services (HHS) manages the 2016 grant for the OWI Treatment Program. The position is contracted and compensated by a portion of the grant dollars. The current OWI Coordinator recently submitted her resignation. The request is to make this a full time County position. Concerns discussed include consistency for program participants, recruitment of a qualified candidate and can grant dollars be allocated to fund a full time County position with benefits. Approval will be required by four Committees, Governing -Judiciary/Land Information/Register of Deeds, HR, Executive and Finance as well as the County Board of Supervisors. Motion by Drew to approve as a Limited Term Employee (LTE) position for the balance of 2016. Motion failed for lack of a second. Motion by Pufahl to approve the position for the remainder of 2016 contingent upon the funding of the position paid by grant dollars, second by Field. Motion carried.

### **SHERIFF**

Chief Deputy Michael Babcock, presented the proposed request to eliminate a Deputy position and add a Sergeant through an internal promotion. Discussion on Sheriff's delegation of authority, chain of command, elimination of a budgeted deputy position and the wage increase being absorbed within the Sheriff's budget. These positions are both union represented by WPPA and will require their approval process. Motion by Pufahl to approve the request to eliminate a Deputy position and promote a current Deputy to Sergeant with no change to the number of positions in the Sheriff budget, second by Drew. Motion carried.

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

Cory Wiegel, Director of B&G, presented a request to temporarily increase the hours of a part time Housekeeping Aide to full time. An employee remains out due to work related injury restrictions. The request is through mid May or until the employee can return full time. Motion by Pufahl to approve the request, second by Drew. Motion carried.

**HIGHWAY**

Chris Hardy, Highway Commissioner, presented several requests:

- Request to replace a Foreman position due to notice of a pending resignation. Motion by Drew to approve the Foreman replacement, second by Pufahl. Motion carried.
- The retirement of the Operations Manager has provided an opportunity to reorganize. The elimination of an Operations Manager will be replaced with a Patrol Superintendent reassigning duties to provide a field related role and provides a compensation cost savings. Motion by Drew to approve the request as submitted, second by Pufahl. Motion carried.
- Request to review and approve the job description for Highway Maintenance Worker – Dispatcher. Discussion on hours of work required and position responsibilities including public awareness technology. Motion by Drew to approve the job description as presented, second by Field. Motion carried.
- Request to begin recruitment for a Master Mechanic eligibility list due to a staff shortage related to a long term Leave of Absence. Motion by Field to approve initiating recruitment for a Master Mechanic eligibility list, second by Drew. Motion carried.

**CLOSED SESSION**

Motion by Field to enter into closed session at 9:10 AM pursuant to Wisconsin State Statute Section 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; and, (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 [Personal Leave of Absence requests], second by Drew. Motion carried unanimously.

**OPEN SESSION**

The Committee entered into open session at 9:34 AM.

- Motion by Pufahl to deny a Personal Leave of Absence, second by Drew. Motion carried.


**HUMAN RESOURCES**

- Review of the resolution establishing 2017-2020 annual compensation for Elected Officials (County Clerk, Treasurer, Register of Deeds). It is required pursuant to Wis. Stat. § 59.22(1), the Board must establish the total annual compensation for services to be paid to county elected prior to the earliest time for filing nomination papers for the county elective office. The salaries are based on the 2014 wage study completed and implemented in 2015. Supervisor Field stated similar salaries of state elected positions and other similar Counties are comparably less. Discussion on market rates and analysis in determining salaries. The Finance Committee and the County Board of Supervisors will need to approve. Motion by Pufahl to approve the resolution as presented, second by Drew, Field opposed. Motion carried.
- The 2015 HR Annual Report was presented. Motion by Pufahl to approve as presented, second by Field. Motion carried.

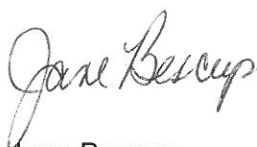
The next meeting will be a Friday, April 1, 2016 at 8:00 AM.

Motion by Field to adjourn the meeting at 10:17 AM, second by Drew.

Respectfully Submitted,



Dan Drew  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary