



# 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](http://www.co.columbia.wi.us)

## **Columbia County Human Resources Committee Minutes Friday, March 4, 2022**

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, James Foley, and JoAnn Wingers  
Also in Attendance: Vern Gove, Chris Polzer, Heather Gove, Roger Brandner, Shonna Neary, Amy Yamriska, Chris Hardy, Brenda Yaskal, Kurt Calkins, Stacy Opalewski, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:02 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

Motion by Rohrbeck to approve the agenda, second by Foley. Motion carried.

### Approval of Minutes

Motion by Pufahl to approve: February 4, 2022 Regular Human Resources Committee Meeting Minutes, second by Foley. Motion carried.

### Public Input

No public input.

### Approval of Expenditure Report

Motion to approve the report by Foley, second by Pufahl. Motion carried.

### Accounting:

- Comptroller Select, Shonna Neary, presented position description revisions for the positions of: Assistant Comptroller, Accounting Supervisor/Project Manager, Accounting Supervisor, Senior Staff Accountant, Office Manager, Accountant I, Accounting Assistant, and Accounting Aide. Motion by Foley to approve the revisions to the positions of: Assistant Comptroller, Accounting Supervisor/Project Manager, Accounting Supervisor, Senior Staff Accountant, Office Manager, Accountant I, Accounting Assistant, and Accounting Aide as presented, second by Wingers. Motion carried 4-1 with Field opposed.

### Columbia Health Care Center:

- Columbia County Health Care Center Administrator, Amy Yamriska, presented updated information to continue to offer temporary compensation adjustments to address vacancy issues through the end of 2022. Discussion. Yamriska also presented updated information to continue to offer an employee referral bonus in the amount of \$500.00 to be paid to an employee who refers a candidate who stays at least six (6) months in an attempt to address vacancy issues. Motion by Pufahl to approve both the continuation of the temporary compensation adjustments and the employee referral bonus through the end of 2022 as presented, second by Wingers. Motion carried.

### District Attorney:

- District Attorney, Brenda Yaskal, presented a position replacement request for a Legal Secretary due to a resignation. Motion by Pufahl to approve the position replacement request for a Legal Secretary as presented, second by Field. Motion carried.

### **Health & Human Services:**

- Health & Human Services Director Heather Gove presented a position replacement request for an Elder Benefit Specialist due to a resignation. Motion by Foley to approve the position replacement request for an Elder Benefit Specialist as presented, second by Pufahl. Motion carried.

### **Highway & Transportation:**

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Patrolman due to a resignation. Hardy also presented a position replacement request for an Equipment Operator due to a resignation. Motion by Wingers to approve the position replacement request for a Patrolman and for an Equipment Operator as presented, second by Rohrbeck. Motion carried.
- Hardy presented position description revisions for the positions of: Summer LTE – Parks Person, LTE – Engineering or Construction Technician, and LTE – Truck Driver. Motion by Pufahl to approve the revisions to the positions of: Summer LTE – Parks Person, LTE – Engineering or Construction Technician, and LTE – Truck Driver as presented, second by Foley. Motion carried.

### **Land & Water Conservation:**

- Land Conservation/Planning & Zoning Director, Kurt Calkins, presented a position description for an Agricultural Outreach Specialist. Motion by Wingers to approve the position description for an Agricultural Outreach Specialist as presented, second by Rohrbeck. Motion carried.
- Calkins presented a position description for a part-time Administrative Assistant. Discussion. Motion by Rohrbeck to approve the position description for a part-time Administrative Assistant as presented, second by Pufahl. Motion carried.
- Calkins presented a Resolution to Transfer Funds for Part-Time Administrative Assistant. Discussion. Motion by Rohrbeck to approve the Resolution to Transfer Funds for Part-Time Administrative Assistant as presented, second by Wingers. Motion carried 4-1 with Field opposed.

### **Sheriff**

- Sheriff Roger Brandner presented position replacement requests for a Deputy, a Dispatcher, and a Patrol Sergeant, all due to resignations. Motion by Pufahl to approve all three (3) of the position replacement requests for a Deputy, a Dispatcher, and a Patrol Sergeant as presented, second by Rohrbeck. Motion carried.

### **Treasurer**

- Treasurer, Stacy Opalewski, presented a position replacement request for an Administrative Assistant due to a resignation. Motion by Pufahl to approve the position replacement request for an Administrative Assistant, second by Wingers. Motion carried 3-2 with Foley and Field opposed.

### **Human Resources**

- Joseph Ruf, III presented a general review of HR Department activities. Hiring continues and the HR staff is busy finishing up year-end tax reporting.
- Ruf and HR Program Manager Jodi Burmania, presented the 2021 Annual Report for the Human Resources Department. Discussion. Motion by Pufahl to approve the 2021 HR Annual Report as presented, second by Wingers. Motion carried.
- Ruf and Burmania presented a proposal to increase LTE hourly rates of pay. Discussion. Motion by Pufahl to approve increases to the LTE hourly rates as presented with the exception of the Solid Waste LTE Truck Driver, second by Foley. Motion carried.

Human Resources Committee Meeting  
March 4, 2022

- Ruf and Burmania presented the Resolution to Transfer Funds to Cover 2021 Overdrawn Account – Human Resources. Discussion. Motion by Foley to approve the Resolution to Transfer Funds to Cover 2021 Overdrawn Account – Human Resources, as presented, second by Wingers. Motion carried.

**CLOSED SESSION**

Motion by Wingers to enter into closed session pursuant to WI 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 [Employee Unpaid Leave of Absence Request (2)]. and Wisconsin Statutes Section 19.85 (1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session [License Renewal Fees; Health Care Center Compensation Schedule Review]. Second by Foley. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:06 a.m.

**OPEN SESSION**

Motion by Rohrbeck to return to open session. Second by Foley. The Committee returned to open session at 9:53 a.m.

**Columbia Health Care Center (from closed session)**

- Motion by Rohrbeck to support the decision made by the Governing Committee and deny the request for License Fee Renewals as presented in closed session. Second by Wingers. Motion carried.
- Motion by Rohrbeck to support the decision made by the Governing Committee and deny the Health Care Center Compensation Schedule Review as presented in closed session. Second by Wingers. Motion carried.

**Human Resources (from closed session)**

- Motion by Rohrbeck to approve both unpaid Leave of Absence Requests as recommended by the department heads, one from HHS and one from CHCC, as presented in closed session. Second by Foley. Motion carried.

The next HR Committee meeting is scheduled for Friday, April 1, 2022, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Foley to adjourn the meeting at 10:09 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary