



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, March 5, 2021

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, James Foley and JoAnn Wingers

Also in Attendance: Vern E. Gove, James Stilson, Heather Gove, Cathy Karls, Brenda Yaskal, Selina Hooker, Chris Hardy, Cory Wiegel, Greg Kaminski, Joseph Ruf III, Jodi Burmania, Jamie Henriksen, and Susan Endres
– Portage Daily Register

The meeting was called to order by Vice Chair Rohrbeck at 10:01 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

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

Approval of Minutes

Motion by Pufahl to approve the minutes from: Open and Closed Session Minutes from Regular Human Resources Committee Meeting on January 8, 2021, Minutes from Special HR Committee Meeting on January 20, 2021, and four (4) Joint Meetings on January 20, 2021: Joint Information Services & Property Committee and Human Resources Committee; Joint Executive Committee, Information Services & Property Committee and Human Resources Committee; Joint Executive Committee, Human Resources Committee and Public Safety Committee; Joint Executive Committee and Human Resources Committee, second by Foley. Motion carried.

Amend & Correct Minutes

Motion by Pufahl to amend and correct the signed minutes from the HR Committee Meeting on November 6, 2020, to reflect the Christmas Day holiday being observed on Monday December 27, 2021, instead of December 29, 2021, as was in the minutes, second by Wingers. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

--HR Committee Chair Field joined the meeting at 10:06 a.m.

Child Support

- Selina Hooker, Child Support Administrator, presented a position description for a Financial Clerk. Motion by Pufahl to approve the position description for a Financial Clerk, second by Wingers. Motion carried.
- Hooker also presented a position replacement request for a Financial Clerk due to a resignation. Motion by Pufahl to approve the position replacement request for a Financial Clerk, second by Wingers. Motion carried.

District Attorney

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

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- DA Yaskal presented a position request to increase the hours for the part time Legal Secretary from 18.75/week to full time (37.5 or 40.0 hours per week). Motion by Rohrbeck to deny the position request to increase the hours for the part time Legal Secretary from 18.75/week to full time at this time and suggest that Yaskal include the request in the 2022 budget process, second by Pufahl. Motion carried.

Facilities Management

- Cory Wiegel, Facilities Management Director, presented a position request to revise the vacant Maintenance Technician position to a Maintenance Mechanic position. Motion by Pufahl to approve the position request to revise the vacant Maintenance Technician position to a Maintenance Mechanic position, second by Wingers. Motion carried.
- Wiegel presented a position replacement request for a Maintenance Mechanic due to the retirement of a Maintenance Technician. Motion by Wingers to approve the position replacement request for a Maintenance Mechanic, second by Rohrbeck. Motion carried.
- Wiegel 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 Rohrbeck. Motion carried, 4-1 with Field opposed.
- Wiegel also presented a position replacement request for a Janitor due to a resignation. Motion by Pufahl to approve the position replacement request for a Janitor, second by Rohrbeck. Motion carried.

Health & Human Services:

- Heather Gove, Director of Health & Human Services, presented a position replacement request for a Public Health Nurse due to a resignation. Motion by Foley to approve the position replacement request for a Public Health Nurse, second by Wingers. Motion carried.
- Gove presented a position request for an LTE Public Health Nurse. Motion by Pufahl to approve the position request for an LTE Public Health Nurse through the end of 2021, second by Rohrbeck. Motion carried.
- Gove presented a wage proposal for the LTE Public Health Nurse. Motion by Wingers to approve the Wage proposal for the LTE Public Health Nurse as presented, second by Foley. Motion carried.
- Gove presented a position replacement request for a Drug Treatment Court Program Coordinator due to a resignation. Motion by Foley to approve the position replacement request for a Drug Treatment Court Program Coordinator, second by Pufahl. Motion carried.
- Gove presented a position request for a Behavioral Health Program Coordinator due to a resignation. Motion by Wingers to approve the position replacement request for a Behavioral Health Program Coordinator, second by Foley. Motion carried.
- Gove presented a position request to revise the vacant ADRC Social Worker position to a Disability Benefit Specialist position and to fill this position. Motion by Foley to approve the position request to revise the vacant ADRC Social Worker position to a Disability Benefit Specialist position and to fill this position, second by Wingers. Motion carried.
- Gove presented a position description for the Disability Benefit Specialist. Discussion. Motion by Foley to approve the position description as presented, second by Rohrbeck. Motion carried.
- Gove presented a position replacement request for a part time Information & Assistance Specialist (“I & A Specialist”) due to a resignation. Gove also presented a request to increase hours for the part time I & A Specialist position from 28.75 per week to 37.5 per week. Motion by Foley to approve both the position replacement request for an I & A Specialist and the increase in hours from 28.75 per week to 37.5 per week for the part time I & A Specialist, second by Wingers. Motion carried.
- Gove presented an updated position description for the Assistant Aging and Disability Resource Center (ADRC) Director. Discussion. Motion by Pufahl to approve the position description as presented, second by Foley. Motion carried, 4-1 with Field opposed.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented position replacement requests for three (3) Patrolman positions due to two (2) resignations and one (1) retirement. Motion by Rohrbeck to approve all three (3) position replacement requests for Patrolman positions, second by Wingers. Motion carried.

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- Hardy presented an updated position description for a Patrolman. Motion by Wingers to approve the updated position description for a Patrolman, second by Pufahl. Motion carried.
- Hardy presented an updated position description for an Equipment Operator. Motion by Rohrbeck to approve the updated position description for an Equipment Operator, second by Foley. Motion carried.
- Hardy presented a position replacement request for a Master Mechanic. This request was approved previously and was left vacant until now. Motion by Foley to approve the position replacement request for a Master Mechanic, second by Wingers. Motion carried.

Sheriff

- Captain and Jail Administrator, James Stilson, presented a position replacement request for a Jailer due to a resignation. Motion by Pufahl to approve the position replacement request for a Jailer, second by Rohrbeck. Motion carried.
- Stilson also presented two (2) position replacement requests for Deputy positions, one (1) due to a retirement and one (1) due to a resignation. Motion by Rohrbeck to approve both of the position replacement requests for Deputy positions, second by Wingers. Motion carried.

Solid Waste

- Greg Kaminski, Director of Solid Waste, presented a position request for an LTE Solid Waste Truck Driver. Motion by Pufahl to approve the request for an LTE Solid Waste Truck Driver, second by Wingers. Motion carried.
- Kaminski presented a wage proposal for the LTE Solid Waste Truck Driver. Motion by Pufahl to approve the Wage proposal for the LTE Solid Waste Truck Driver as presented through September 1, 2021, with recommendation to review Highway LTE Truck Driver wages, second by Wingers. Motion carried.
- Kaminski presented a position replacement request for a Solid Waste Truck Driver due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Solid Waste Truck Driver, second by Wingers. Motion carried.

Human Resources

- Ruf presented the 2020 Annual Report for the Human Resources Department. Motion by Rohrbeck to approve the 2020 Annual Report for the HR Department as presented, second by Foley. Motion carried.

CLOSED SESSION

Motion by Pufahl 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 [Assistant Director of ADRC Compensation; Land Information Director Compensation; Public Health Officer Compensation; Facilities Management Department Management and Organization; Facilities Management Department Operations Manager Compensation; Medical Examiner's Office Employee Grievance]. Second by Rohrbeck. Committee roll call to go into closed session was unanimous. Committee went into closed session at 11:20 a.m.

OPEN SESSION

Motion by Pufahl to return to open session. Second by Foley. Motion carried 4-0 as Wingers was excused to leave during the closed session. The Committee returned to open session at 1:02 p.m.

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Human Resources (closed session)

- Motion by Rohrbeck to approve the wage adjustment for the Assistant ADRC Director as presented, second by Foley. Motion carried.
- Motion by Foley to move forward, as discussed, with the recommended wage adjustment for the Land Information Director, second by Rohrbeck. Motion carried.
- Motion by Rohrbeck to allow posting of the full wage scale for the Public Health Officer, as discussed, second by Foley. Motion carried.
- Motion by Pufahl to approve the proposed Facilities Management organization chart as presented, along with the suggested compensation for the Operations Manager of Facilities Management as discussed in closed session, second by Foley. Motion carried, 3-1 with Field opposed.
- Ruf presented a position description for an Operations Manager. Motion by Pufahl to approve the position description for an Operations Manager, second by Foley. Motion carried.
- Motion by Rohrbeck to deny the Medical Examiner's Office Employee Grievance, second by Pufahl. Motion carried.
- Ruf presented a revised position description for a Medical Examiner. Motion by Pufahl to approve the position description for a Medical Examiner, second by Rohrbeck. Motion carried.
- Ruf also presented a time line for hiring for a Medical Examiner and a brief description of the process. Motion by Foley to direct Human Resources to proceed with the hiring process of a Medical Examiner, second by Rohrbeck. Motion carried.


The next HR Committee meeting is scheduled for Friday, April 2, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 1:15 p.m., second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary