



112 East Edgewater Street
Portage, WI 53901

608-742-9654
FAX: 608-742-9602
WEBSITE: www.co.columbia.wi.us

Columbia County Human Resources Committee Minutes Friday, March 6, 2020

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl, and Matthew Rohrbeck
Also in Attendance: Vern Gove, James Foley, Nancy Long, Sheriff Roger Brandner, James Stilson, Katie Day, Kate Young, Brenda Yaskal, Ashley Jahn, Carol Sjoblom, Dean Kaderabek, Amy Yamriska, Rebekka Cary, Reba Weidling, Susan Raimer, Cory Wiegel, Chris Hardy, Joseph Ruf, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair 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, second by Field. Motion carried.

Approval of Minutes

Motion by Pufahl to approve both meeting minutes from the regular Human Resources Committee Meeting on January 3, 2020 and the Special Human Resources Meeting on January 15, 2020, second by Field. Motion carried.

Approval of Expenditure Report

Motion to approve report by Pufahl, second by Field. Motion carried.

Clerk of Court

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

Land Information

- Dean Kaderabek, Land Information Director, presented a revised position description for a Real Property Lister as one of the position requirements was no longer necessary. Motion by Pufahl to approve the revised position description for a Real Property Lister, second by Drew. Motion carried.

Facilities Management

- Cory Wiegel, Facilities Management Director, presented a position replacement request for a Janitor due to a termination. Motion by Field to approve the position replacement request for a Janitor, second by Rohrbeck. Motion carried.

Health & Human Services

- Katie Day, Acting Health & Human Services Director, and Kate Young, Behavioral Health and Long-Term Support Division Administrator, presented a request to increase hours for both the OWI Treatment Coordinator and the Drug Treatment Coordinator from 37.5 per week to 40.0 per week. Discussion that the increase in hours will help serve those in need. The grant will completely cover the cost of the increase. Motion by Pufahl to approve the increase in hours from 37.5 per week to 40.0 per week for the positions of the OWI Treatment Coordinator and the Drug Treatment Coordinator, second by Rohrbeck. Motion carried.
- Katie Day presented a request to increase hours for the Elderly Benefits Specialist from 37.5 per week to 40.0 per week through September 30, 2020, when the grant year ends. If an additional grant is awarded next year, they will come back before the Human Resources Committee for approval to increase the hours again. Motion by Drew to approve the increase in hours from 37.5 per week to 40.0 per week for the Elderly Benefits Specialist through September 30, 2020, second by Rohrbeck. Motion carried.

Human Resources Committee Meeting
March 6, 2020

- Katie Day presented a position replacement request for a Social Worker due to a resignation. Motion by Pufahl to approve the position replacement request for a Social Worker, second by Rohrbeck. Motion carried.
- Katie Day presented a position replacement request for a Social Worker due to an internal promotion. Motion by Field to approve the position replacement request for a Social Worker, second by Drew. Motion carried.
- Katie Day presented a position replacement request for an Economic Support Specialist due to a resignation. Motion by Pufahl to approve the position replacement request for an Economic Support Specialist, second by Rohrbeck. Motion carried.
- Katie Day presented a position replacement request for an Information & Assistance Specialist due to a termination. Motion by Drew to approve the position replacement request for an Information & Assistance Specialist, second by Pufahl. Motion carried.

Highway & Transportation

- Chris Hardy, Highway Commissioner, presented a position replacement request for a Master Mechanic due to a resignation. Motion by Pufahl to approve the position replacement request for a Master Mechanic, second by Rohrbeck. Motion carried.
- Chris Hardy presented a position replacement request for a Highway Maintenance Worker due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Highway Maintenance Worker, second by Field. Motion carried.
- Chris Hardy presented a position replacement request for a Patrol Superintendent due to a retirement. Motion by Pufahl to approve the position replacement request for a Patrol Superintendent, second by Field. Motion carried.
- Chris Hardy presented a position replacement request for a Patrolman due to a retirement. Motion by Field to approve the position replacement request for a Patrolman, second by Pufahl. Motion carried.

Solid Waste

- Joseph Ruf III, Corporation Counsel/HR Director, presented a Temporary Assignment Pay Policy for the Solid Waste Department as a Truck Driver was asked to fill in for a Mechanic, which is paid at a higher rate. Motion by Drew to approve the Temporary Assignment Pay Policy as presented, second by Pufahl. Rashke then moved to amend the presented policy to read “assigned by Operations Manager and subject to approval of the Director” to replace the words “assigned by management.” Motion by Rashke to approve the Temporary Assignment Pay Policy with the revisions listed, second by Rohrbeck. Motion carried.
- Ruf also presented a back-pay request for the Truck Driver who had filled in as a Mechanic. Motion by Drew to approve the requested back-pay as presented, second by Pufahl. Motion carried.

UW Extension

- Ruf 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 Rashke. Motion carried.

Veterans Service Office

- Rebekka Cary, Veterans Service Officer, presented a position request for an LTE due to an increase in workload. Motion by Rohrbeck to approve the position request for an LTE with a mandatory request that this position request is presented at the Joint Committee for the 2021 Budget, second by Field. Motion carried.
- Rebekka Cary presented a position description for an LTE. Motion by Pufahl to approve the position description for an LTE, second by Drew. Motion carried.

Sheriff

- Sheriff Brandner presented position replacement requests for four (4) Jailers. Motion by Drew to approve all of the position replacement requests as presented, second by Rohrbeck. Motion carried.
- Sheriff Brandner presented position replacement requests for two (2) Detective Sergeants as they were both hired by the Wisconsin Department of Justice. Motion by Rohrbeck to approve both of the position replacement requests as presented, second by Field. Motion carried.

CLOSED SESSION

Motion by Drew 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 [Wage Adjustment – Nurse Manager; Wage Adjustment – Legal Assistant; Wage Adjustment – Legal Secretary; Wage Adjustment – Jail Nurse; Wage Adjustment – Jailers (3)]. Second by Pufahl. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:26 AM.

OPEN SESSION

The Committee returned to open session at 9:44 AM.

Columbia Health Care Center

- Motion by Drew to approve a wage adjustment for a Nurse Manager, second by Pufahl. Motion carried.

District Attorney

- Motion by Pufahl to approve wage adjustments for a Legal Assistant and for a Legal Secretary, second by Drew. Motion carried.

Sheriff

- Motion by Rohrbeck to approve a wage adjustment for a Jail Nurse, second by Field. Motion carried.
- Motion by Drew to approve wage adjustment for three (3) Jailers, second by Rohrbeck. Motion carried.

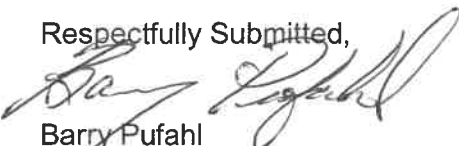
Human Resources

- Ruf reported staffing in the Human Resources Department has not changed.
- Request to pay employees red circled since the implementation of the Carlson Dettmann wage study. Two employees did not receive the across the board increase as they are compensated above the pay grade placement. Motion by Pufahl to approve a lump sum payment equating to 1.5%, second by Drew. Motion carried.
- Review of the resolution establishing 2021-2024 annual compensation for Elected Officials (County Clerk, Treasurer, Register of Deeds). 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. Discussion on market rates and analysis in determining salaries. The Finance Committee and the County Board of Supervisors will need to approve. Motion by Rohrbeck to amend and approve the resolution presented, second by Pufahl, Field opposed. Motion carried.
- Review of the resolution to transfer funds to cover 2019 overdrawn account, discussion this is due to personnel issues. Motion by Drew to approve the resolution presented, second by Pufahl. Motion carried.
- The 2019 HR Annual Report was presented. Motion by Pufahl to approve as presented, second by Field. Motion carried.

The next HR Committee meeting is scheduled for Friday, April 3, 2020, at 8:00 AM at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:28 AM, second by Field. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary