



Columbia County Human Resources Committee Minutes Friday, April 1, 2016

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl, Andy Ross
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Chris Hardy, Dennis Richards, Dawn Woodard, 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 Pufahl to approve the agenda as presented, second by Ross. Motion carried.

Approval of Minutes

Motion by Drew to approve the March 4, 2016 HR Committee meeting minutes and closed session minutes, second by Ross. Motion carried.

Approval of Expenditure Report

Motion by Ross to approve the expenditure report, second by Field. Motion carried.

General Review of Department Activities

Department operations remain stable. Update on advertisements, hiring, reorganizations done in several departments, recently approved positions, interviews and internal moves creating additional vacancies.

SHERIFF

Sheriff Dennis Richards presented a replacement request for a Jailer due to a resignation. Motion by Pufahl to approve the Jailer replacement request, second by Field. Motion carried.

HIGHWAY

Chris Hardy, Highway Commissioner, presented the following:

- Changes were made to the Dispatcher job description dropping the CDL requirement. Interviews were conducted, but a candidate was not selected. The position has been advertised again and applications are being accepted. Motion by Drew to approve the revised job description as presented, second by Pufahl. Motion carried

- Request to replace Sign Person(s). Motion by Pufahl to approve 2 replacement positions, second by Ross. Motion carried.

- Presentation of a revised Organizational Chart addressing category changes and affiliated costs. Discussion of position requirements and comparison of current and proposed organizational plans. Discussion. Motion by Drew to approve the Highway organizational chart as presented, second by Ross. Motion carried.

- Update on personal leave requests for 2 employees who are on medical leave. .

HEALTH AND HUMAN SERVICES (HHS)

Dawn Woodard, HHS Director presented the following:

- Replacement request for a Social Worker due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Discussion of staff turnover, referrals per month, retention, state assistance evaluation and working group review statewide. Motion carried.

- Replacement request for a Clerk Typist due to a termination. Motion by Drew to approve the replacement request, second by Ross. Motion carried.

- Revisions to the job description for Clerk Typist were presented. Motion by Pufahl to approve the changes as presented, second by Drew. Motion carried.

- Request to increase hours for a Public Health Nurse (PHN). The additional costs will be paid through

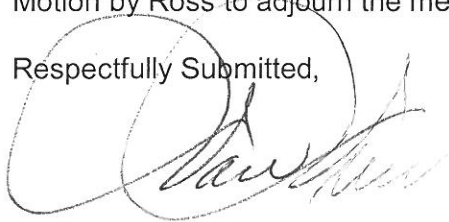
Human Resources Committee Meeting
April 1, 2016

grant dollars to be used May 1, 2016 to June 30, 2017. The responsibilities will be outreach and education to increase adult immunizations. Motion by Drew to approve the increase in hours for a PHN funded by the grant, second by Ross. Motion carried.

The next meeting will be a Friday, May 6, 2016 at 8:00 AM pending the County Board of Supervisors reorganization at its Tuesday, April 19, 2016 meeting.

Motion by Ross to adjourn the meeting at 9:10 AM, second by Drew.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Dan Drew", written over a circular stamp or seal.

Dan Drew
Human Resources Committee Secretary

A handwritten signature in cursive script, appearing to read "Jane Bescup".

Jane Bescup
Recording Secretary