



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, April 5, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck
Also in Attendance: Vern Gove, James Foley, Roger Brandner, Greg Bisch, Christopher Polzer Cory Wiegel, David Drews, Kurt Calkins, Joseph Ruf, Jamie Henriksen, Lyn Jerde-PDR

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 meeting minutes from March 1, 2019 (HR Open and Closed) second by Field. Motion carried.

BUILDINGS & GROUNDS

Cory Wiegel, Buildings & Grounds Director, presented a proposal to update seven (7) job descriptions. Revisions include reference to both part time and full time hours for the Administrative Assistant, and addition of a Facilities Maintenance Worker. The IS&P Committee still needs to approve the job description for Facilities Management Director. Motion by Pufahl to approve the seven (7) updated job descriptions, second by Field. Motion carried.

SHERIFF

Sheriff Roger Brandner presented a proposal to increase the wages of jail and dispatch Field Training Officers by \$1.00 per hour of extra pay during training. The fiscal impact would result in a total estimated \$2,500.00 per year increase with an average of \$514.00 per jail trainee and \$480.00 per dispatch trainee. Motion by Drew to approve the increase, second by Rohrbeck. Motion carried.

CORPORATION COUNSEL

Ruf presented a proposed job description for an Assistant to the Corporation Counsel/Human Resources Director. Motion by Field to approve job description, second by Rohrbeck. Motion carried.

PLANNING & ZONING & LAND & WATER CONSERVATION

Kurt Calkins, Land Conservation/Planning & Zoning Director, presented job descriptions for summer interns. Discussion of \$14.00 per hour wage and the potential for workplace injury or exposure. The interns will be covered under County Worker's Compensation, liability and auto insurance policies. Motion by Rohrbeck to approve the job descriptions, second by Pufahl. Motion carried.

MIS

David Drews, MIS Director, presented a replacement request for an ISS 1 due to a termination. Motion by Field to approve the replacement request, second by Drew. Motion carried.

CLOSED SESSION

Motion by Rohrbeck 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 – ISS 1 to ISS 2; District Attorney's Office – Grievance; MIS - Grievance]; and, pursuant to WI State Statute Section 19.85(1)(f), Stats., 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

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such problems or investigations [District Attorney's Office – Harassment Complaint]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:21 AM.

OPEN SESSION

The Committee returned to open session at 9:47 AM.

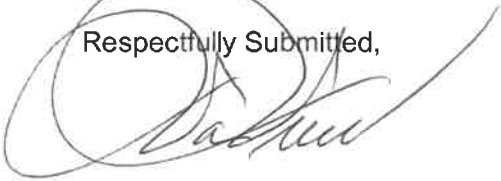
HUMAN RESOURCES (HR)

- Motion by Drew to approve a wage adjustment for an ISS 1 employee to an ISS 2, second by Field. Motion carried.
- Motion by Drew to refer the MIS grievance to the IS&P Committee with a recommended denial, second by Field. Motion carried.
- Motion by Field to refer the DA grievance to the Judiciary Committee with a recommended denial, second by Pufahl. Motion carried.
- Motion by HR Committee Chair Rashke for the Human Resources Department to continue to investigate the employee harassment complaint, and to refer that complaint to the Judiciary Committee with a clear statement that the HR Committee found sufficient veracity to cause grave concern about the current state of the District Attorney's Office, second by Field. Motion carried.
- 2018-2020 Sheriff's Sworn Union Contract update by Ruf. A tentative agreement has been reached with a 2.25% across the board (ATB) wage increase for each year. The HR Committee will be asked to take formal action on the contract at the May meeting.
- The Position Replacement and Revision Process agenda item will be continued to the May meeting.
- Expenditure report presented by Ruf. Motion to approve by Drew, second by Pufahl. Motion carried.

The next HR Committee meeting is scheduled for Friday, May 3, 2019, at 8:00 AM in the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:00 AM, second by Drew. Motion carried.

Respectfully Submitted,



Dan Drew
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary