



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, April 5, 2024

Committee Members Present: Adam R. Field, Keith Miller, Steven Rohrbeck, Char Holtan, and Mike Weyh
Also in Attendance: Chris Polzer, Denise J. Brusveen, Darren W. Schroeder, Douglas Richmond, Jim Stilson
Roger Brandner, Greg Bisch, Heather Gove, John Grams, Greg Kaminski, Stacy Opalewski, Stacy Macomber,
Joseph Ruf, III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Adam Field at 8:15 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Holtan to approve the agenda, second by Miller. Motion carried.

Approval of Minutes

Motion by Weyh to approve the March 8, 2024, Regular Human Resources Committee Meeting Minutes, second by Miller. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Miller, second by Holtan. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, presented a position replacement request for a Behavioral Health Program Coordinator due to a resignation. Motion by Holtan to approve the position replacement request for a Behavioral Health Program Coordinator as presented, second by Miller. Motion carried.

Solid Waste:

- Solid Waste Director, Greg Kaminski, presented two (2) position replacement requests, both for Truck Drivers, both due to resignations. Motion by Miller to approve both position replacement requests for Truck Drivers as presented, second by Weyh. Motion carried.

Sheriff:

- Sheriff, Roger Brandner, presented a proposal to update the policy on take-home squad cars for Sworn Deputies only, from living four (4) miles outside of the Columbia County line to 15 minutes outside of the County line, at the Sheriff's discretion. As this change would affect the Sworn Contract and not the Personnel Manual for Management, motion by Miller to approve a side letter to accommodate the language provided by the Sheriff, second by Holtan. Motion carried.

Human Resources

- Corporation Counsel/HR Director, Joseph Ruf, III, and HR Program Manager, Jodi Burmania, presented a general review of HR Department activities. HR has been busy with the position descriptions and preparing everything in preparation for the wage study. Position Description Questionnaires ("PDQ's") were completed recently and are currently being reviewed by Managers.

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- Corporation Counsel/HR Director, Joseph Ruf, III, presented a revised position description for the Paralegal in Child Support. Motion by Holtan to approve the revised position description for the Paralegal in Child Support, second by Weyh. Motion carried.
- Stacy Macomber, Family Court Mediator, presented a revised position description for the Family Court Mediator. Motion by Miller to approve the revised position description for the Family Court Mediator, second by Weyh. Motion carried.
- John Grams, Director of Land Information, presented revised position descriptions for the following: GIS Analyst, GIS Specialist, GIS Tech, and the Real Property Lister. Motion by Miller to adopt the position descriptions as modified, second by Holtan. Motion carried.
- HR Manager, Jodi Burmania, presented revised position descriptions for the Chief Deputy and the Real Estate Website Technician in the Register of Deeds. Motion by Miller to adopt the position descriptions as presented, second by Weyh. Motion carried.
- Treasurer, Stacy Opalewski, presented a revised position description for the Chief Deputy Treasurer. Motion by Miller to adopt the position description as presented, second by Weyh. Motion carried.

CLOSED SESSION

Motion by Miller 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 [Request for Unpaid Leave of Absence; Request for Extension of Time to Use Earned Vacation]. Second by Weyh. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:48 a.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Holtan. The Committee returned to open session at 8:53 a.m.

Action on Closed Session Items:

- Motion by Field to approve what was discussed and presented in closed session regarding the Request for Unpaid Leave of Absence, not to exceed 80 hours, second by Holtan. Motion carried.
- Motion by Field to approve what was discussed and presented in closed session regarding the Request for an Extension of Time to Use Earned Vacation, not to exceed three (3) months, second by Miller. Motion carried.

HR Committee Chair, Adam Field, thanked the HR Committee for their work over the last two years. Chair Chris Polzer also thanked the Committee. Field also thanked the HR staff for their hard work.

The next HR Committee meeting will be determined by the new HR Committee, once selected.

Motion by Rohrbeck to adjourn the meeting at 9:16 a.m., second by Miller. Motion carried.

Respectfully Submitted,



Tom Dunn
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary