



COLUMBIA COUNTY

Board of Supervisors

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, May 3, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck
Also in Attendance: Vern Gove, Christopher Polzer, Tom Borgkvist, Nancy Long, Kevin Kessler, Susanna Bradley, Roger Brandner, Greg Bisch, Greg Kaminski, Breanna Hellenbrand, Marnie Thome, Joseph Ruf, Jodi Burmania, 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 Pufahl to approve the agenda, second by Rohrbeck. Motion carried.

Approval of Minutes

Motion by Pufahl to approve meeting minutes from April 5, 2019, second by Drew. Motion carried.

DISTRICT ATTORNEY

Joseph Ruf presented a replacement request for a Victim Witness Coordinator due to a termination. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.

SOLID WASTE

Greg Kaminski, Director of Solid Waste, presented a replacement request for a Truck Driver due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried. Solid Waste is currently short three (3) drivers. Greg would like a recently retired driver to come back as an LTE. Starting wage will be \$18,638 (Grade G, Step 1 of the 2019 Carlson Dettman Compensation Schedule). Motion by Pufahl to approve the LTE position, second by Drew. Motion carried.

2020 HEALTH/DENTAL/VISION INSURANCE RATES

Breanna Hellenbrand, M3 representative, discussed the 2019 employee health insurance benefits. The premium cap for 2020 was established and agreed not to exceed a 9.9% increase. The rates are affected by claims and prescriptions. Discussion. Breanna will be back at the June 2019 HR Committee Meeting with updates.

SHERIFF

Sheriff Roger Brandner presented a replacement request for the Captain/Jail Communications Administrator due to a retirement. Motion by Rohrbeck to approve the replacement request, second by Pufahl. Motion carried. Sheriff Brandner also proposed an update to the Captain/Jail Communications Administrator position job description. Motion by Field to approve the job description, second by Drew. Motion carried.

MIS

Discussion by Rashke that MIS Grievance shall be denied based on HR Committee action in April and IS&P Committee in May.

DISTRICT ATTORNEY

Discussion by Rashke that no action is required on the District Attorney Harassment Complaint. The District Attorney Grievance shall be heard at the May 2019 Judiciary Committee Meeting.

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 – CHCC Nurse Manager; Wage Adjustment – Activity Assistants; Wage Adjustment – HR Program Manager; District Attorney's Office – Grievance; MIS – Grievance; Removal of County Veterans Service Officer; Sheriff's Office Management and Organization]; and, pursuant to WI State Statute Section 19.85(1)(f), Stats., Considering

Human Resources Committee Meeting
May 3, 2019

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 such problems or investigations [District Attorney's Office – Harassment Complaint; Removal of County Veterans Service Officer]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:43 AM.

OPEN SESSION

The Committee returned to open session at 9:49 AM.

HUMAN RESOURCES (HR)

- Motion by Rohrbeck to support the approval of the Sheriff's Office Management Structure, second by Drew. Motion carried.
- Motion by Pufahl to approve the revised position description and wage adjustment for the HR Manager, second by Field. Motion carried.
- Motion by Rohrbeck to approve the wage adjustments for the Columbia Health Care Center Nurse Managers and for the Activity Assistants, second by Drew. Motion carried.
- The Position Replacement and Revision Process agenda item will be continued to the June meeting.
- Ruf presented the 2020 Budget Procedure. Discussion on HHS grants and requests that updates be provided with initial information whether positions would be fully or partially funded.
- Ruf presented the Sheriff's Sworn Back Pay calculation. Discussion. Motion by Field to approve the 2018-2020 Sheriff Sworn Union Contract settlement, second by Pufahl. Motion carried.
- Expenditure report presented by Ruf. Motion to approve report by Pufahl, second by Field. Motion carried.
- Review of 2019 budget analysis year to date.

The next HR Committee meeting is scheduled for Friday, June 7, 2019, at 8:00 AM in the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:11 AM, second by Drew. Motion carried.

Respectfully Submitted,


Dan Drew
Secretary Human Resources Committee

Jamie Henriksen
Recording Secretary