



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, May 4, 2018

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck
Also in Attendance: Joseph Ruf, Vern Gove, James Foley, Chris Hardy, Katie Day, Melissa Duane, Becky Mulhern.

The meeting was called to order by Chair Bruce Rashke at 8:02 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 Field. Motion carried.

Approval of Minutes

Motion by Drew to approve HR Committee regular and closed session meeting minutes from April 6 and April 17, 2018 reorganization of Committee at County Board, second by Field. Motion carried.

Approval of Expenditure Report

Motion by Pufahl to approve the expenditure report, second by Rohrbeck. Motion carried.

General Review of Department Activities

Review of the 2018 HR Budget, update on recruitment, Compensation Plan update by Carlson Dettmann and 2019 budget.

HEALTH AND HUMAN SERVICES (HHS)

HHS Managers presented the following 3 requests relevant to their respective Divisions.

- Becky Mulhern, Director of ADRC, presented changes to the job description for the Elder Benefits Specialist (EBS). Discussion. Motion by Rohrbeck to approve the changes as presented, second by Drew. Motion carried.

- Mulhern presented a replacement request for an EBS due to a resignation. Motion by Pufahl to approve the request, second by Field. Motion carried.

- Katie Day, Division Administrator of Children & Families, presented a replacement request due to a resignation. Discussion. Motion by Field to approve the request, second by Rohrbeck. Motion carried.

- Melissa Duane, Division Administrator Economic Support, presented a replacement request due to a termination. Discussion. Motion by Field to approve the request, second by Drew. Motion carried.

COLUMBIA HEALTH CARE CENTER (CHCC)

Request presented by Joe Ruf for a personal leave supported by CHCC Administrator Amy Yamriska. Long term employee submitted a request for post-surgical recovery. Motion by Pufahl to approve the request for 30 days, second by Drew. Motion carried.

HIGHWAY

- Chris Hardy, Highway Commissioner, presented an employee's second personal leave request for approval. The employee has submitted his retirement notice effective in June 2018. Discussion. Motion by Pufahl to approve the request for personal leave through June 21, 2018, second by Drew. Motion carried.

- Replacement request for a Highway Maintenance Worker due to a resignation. Discussion. Motion by Field to approve the request, second by Drew. Motion carried.

- Replacement request for a Ferry Operator due to a retirement. Request will be filled internally affecting future vacancies with continued hiring until all positions are filled. Motion by Pufahl to approve the replacement and subsequent vacancies, second by Drew. Motion carried.

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CHILD SUPPORT

Joe Ruf presented a second request for a personal leave from a Child Support employee. Discussion. Motion by Field to approve the second request for one month, second by Drew. Motion carried.

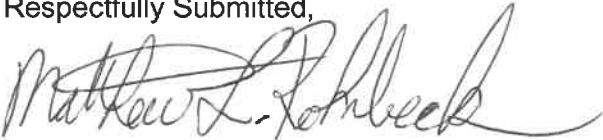
BUILDING AND GROUNDS

- Replacement request for a Janitor due to a retirement. Discussion.
- Request to change budgeted Housekeeping Aide positions to Janitor positions. The Housekeeping Aide is in Grade C and the Janitor is classified in Grade D. The request will affect one current employee and one vacant position. The total 2018 cost will be \$5,257.24.
- Motion by Pufahl to approve all positions (replacement of Janitor and moving two (2) Housekeeping Aide positions to Janitors) as presented, second by Drew. Motion carried.

The next HR Committee meeting is scheduled for Friday, June 1, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck, second by Field to adjourn the meeting at 9:06 AM. Motion carried.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary