

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, May 6, 2016

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Dan Drew, Barry Pufahl
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Jim Foley, Lois Schepp, Becky Mulhern, Karen Nelson, Greg Kaminski, Mike Babcock, 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 Drew to approve the agenda as presented, second by Field. Motion carried.

Approval of Minutes

Motion by Pufahl to approve the April 1, 2016, and April 19, 2016, HR Committee meeting minutes and the April 19, 2016, reorganization minutes, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

Department staffing remains stable. The Department is involved in a lot of recruitment Countywide and is scheduling numerous interviews.

ACCOUNTING

- Lois Schepp, Comptroller, presented a request to increase the rate of pay for a returning Limited Term Employee from \$12.00 to \$14.00 per hour. The additional funds are available within the budget. Motion by Drew to approve the request, second by Pufahl. Motion carried.
- Schepp presented a proposal to replace an Accounting Assistant position at HHS with an Accountant I. The change in the Compensation Plan is from Grade H to Grade I. Discussion of increased Medical Assistance clients and related client billing, reimbursement in other HHS program areas, compliance oversight and future insurance billing. The Finance Committee approved the request. Motion by Drew to approve replacing an Accounting Assistant position with an Accountant I, second by Rohrbeck. Motion carried, Field opposed.

UW EXTENSION

Karen Nelson presented a replacement request and changes to the job description for an Administrative Assistant due to a retirement. Motion by Field to approve the changes to the job description as presented, second by Drew. Motion carried unanimously. Motion by Pufahl to approve the replacement request for a full time (37.5 hrs/wk) Administrative Assistant in the UW Extension Office, second by Drew. Motion carried.

SHERIFF

Chief Deputy Michael Babcock presented a replacement request for a Deputy Sheriff due to the resignation of a Lieutenant and subsequent promotions. Motion by Pufahl to approve the Deputy replacement request, second by Field. Motion carried.

CLOSED SESSION

Motion by Field to enter into closed session at 8:22 AM pursuant to Wisconsin 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; [Patrol Lieutenant Hiring and Compensation], second by Drew. Committee role call was unanimous.

Human Resources Committee Meeting
April 1, 2016

OPEN SESSION

The Committee returned to open session at 8:57 AM. Discussion of internal Patrol Lieutenant promotion step placement in Grade M. Motion by Field to hire up to Step 5, motion failed for lack of second. Motion by Drew to hire at Step 6, second by Rohrbeck. 2 opposed, Pufahl abstained, motion failed. Motion by Drew to hire up to Step 6, second by Rohrbeck. Field opposed, Pufahl abstained. Motion carried.

HEALTH AND HUMAN SERVICES (HHS)

- Becky Mulhern, ADRC Director, presented a replacement request for an Assistant ADRC Director. Motion by Rohrbeck to approve the request, second by Pufahl. Motion carried
- Review of changes to the Behavioral Health Program Coordinator job description. Motion by Drew to approve the changes as presented, second by Field. Motion carried.

Chair Rashke left the meeting at 9:09 a.m. Vice Chair Field presided over the remainder of the meeting.

SOLID WASTE

Greg Kaminski, SW Director, requested hiring additional Huber personnel for the sort line. Discussion on position, increased recycling volume, budget and cost effectiveness. The Department recently restructured eliminating 2 Foreman positions and did not replace the Operations Superintendent after a retirement. Motion by Pufahl to approve hiring additional Huber personnel, second by Drew. Motion carried.

HIGHWAY

Joe Ruf presented the following:

- Replacement request for a Parts Person due to a retirement. Motion by Drew to approve the replacement requests and subsequent backfills, second by Drew. Motion carried.
- Replacement request for a Master Mechanic and subsequent back fill(s). Motion by Drew to approve, second by Pufahl. Motion carried.
- Review of the changes made to the Master Mechanic job description. Motion by Pufahl to approve the revised job description as presented, second by Drew. Motion carried

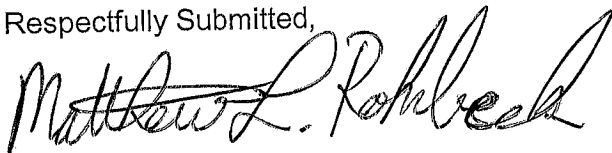
HUMAN RESOURCES

- A resolution for Grant funding the OWI Treatment Court Coordinator was discussed. Motion by Pufahl to table until the next HR Committee meeting, second by Rohrbeck. Motion carried.
- Discussion of the annual budget process as related to new or changed position requests was discussed. The Committee will review the process at the next meeting.

The next meeting will be on Friday, June 3, 2016 at 8:00 AM. The Department will inquire about changing the meeting location to Meeting Room 1 in the Courthouse basement at the recommendation of Supervisor Pufahl. The space is larger to accommodate Department Heads/Supervisors and attendees at HR meetings.

Motion by Rohrbeck to adjourn the meeting at 9.39 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary