



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, May 7, 2021

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, James Foley and JoAnn Wingers

Also in Attendance: Vern Gove, Roger Brandner, Lois Schepp, Heather Gove, Brenda Yaskal, Heather Heiser, Cory Weigel, Gretchen Powell, Randy Oetzman, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:02 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Wingers to approve the agenda, second by Rohrbeck. Motion carried.

Approval of Minutes

Motion by Pufahl to approve the minutes from March 5, 2021, second by Rohrbeck. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Foley, second by Wingers. Motion carried.

Accounting

- Lois Schepp, Comptroller, presented a position replacement request for an Accounting Assistant due to a resignation. There is an Accounting Aide that she would like to appoint to the vacant Accounting Assistant position and then fill the Accounting Aide position. Motion by Rohrbeck to approve the position replacement request for both an Accounting Assistant and to backfill for the Accounting Aide, second by Pufahl. Motion carried.

District Attorney

- Brenda Yaskal, District Attorney, presented a remote work request for a Legal Secretary. Motion by Foley to deny the remote work request as presented, second by Wingers. Motion carried 3-2, with Field and Rohrbeck opposed.

Health & Human Services:

- Heather Gove, Director of Health & Human Services, presented an updated position description for a Behavioral Health Program Coordinator. Motion by Foley to approve the position description as presented, second by Rohrbeck. Motion carried.
- Gove presented an updated position description for an Economic Support Specialist. Motion by Pufahl to approve the position description as presented, second by Wingers. Motion carried.
- Gove presented a position replacement request for an Economic Support Specialist due to a termination. Motion by Pufahl to approve the position replacement request for an Economic Support Specialist, second by Foley. Motion carried.
- Gove presented a position replacement request for a Human Services Aide – ES Intake due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Human Services Aide – ES Intake, second by Foley. Motion carried.
- Gove presented a position replacement request for a Public Health Nurse due to a resignation. Motion by Foley to approve the position replacement request for a Public Health Nurse, second by Wingers. Motion carried.

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- Gove presented a position request to increase the annual hours from 360.0 to 648.0 for the WIC Breastfeeding Peer Counselor using grant dollars recently received. Motion by Wingers to approve the position request to increase the annual hours as presented, second by Pufahl. Motion carried.

Sheriff

- Sheriff Roger Brandner presented a position replacement request for a Patrol Sergeant due to a resignation. Motion by Pufahl to approve the position replacement request for a Patrol Sergeant, second by Wingers. Motion carried.
- Sheriff Brandner presented a position replacement request for a Jailer due to a resignation. Motion by Pufahl to approve the position replacement request for a Jailer, second by Foley. Motion carried.

Human Resources

- Joseph Ruf III presented a Resolution to amend the County Board Standing Rules, Procedure to Change Personnel Manual and Employee Handbook. Motion by Rohrbeck to approve the resolution as presented, second by Wingers. Motion carried.
- Ruf presented options for potential future employee wage step progression. The Committee would like to see costings for different options to consider for the future.
- Ruf presented a list of the positions hired for and advertised for in April 2021. The HR Department continues to be busy.
- HR Committee decided to defer the 2022 new position request – Personnel Analyst to the June 2021 HR Committee Meeting.

CLOSED SESSION

Motion by Wingers 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 [2021-2022 Sheriff's Sworn Union Contract; Health Care Center Management Staff Vacation; Facilities Management Department Employee Grievance]. Second by Foley. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:51 a.m.

OPEN SESSION

Motion by Pufahl to return to open session. Second by Wingers. The Committee returned to open session at 11:01 a.m.

Human Resources (from closed session)

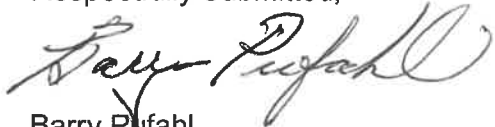
- Motion by Field to support the proposed 2021-2022 Sheriff's Sworn Union Contract, second by Foley. Motion carried.
- Motion by Rohrbeck to approve the recommendation of the Human Resources Department of honoring the terms of employment for a Health Care Center management staff member, second by Wingers. Motion carried.
- Motion by Pufahl to grant the grievance to reestablish grievant's title of Maintenance/Mechanical Engineer and compensation and affirm current Oversight Performance Agreement under the Sheriff, second by Foley. Motion carried 5-0.

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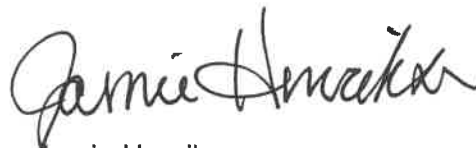
The next HR Committee meeting is scheduled for Friday, June 4, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 11:13 a.m., second by Field. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary