

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Monday, May 9, 2022

Committee Members Present: Adam Field, Keith F. Miller, Char Holtan, and Mike Weyh

Excused Absence: Steven Rohrbeck

Also in Attendance: Chris Polzer, Denise J. Brusveen, Henry A. St. Maurice, Eric J. Shimpach, Heather Gove, Roger Brandner, Amy Yamriska, Chris Hardy, Greg Kaminski, Shonna Neary, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 3:00 p.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

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

Approval of Minutes

Motion by Field to approve both: April 1, 2022 Regular Human Resources Committee Meeting Minutes, and April 19, 2022 Special HR Committee Meeting, second by Holtan. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

Accounting:

- Comptroller Select, Shonna Neary, presented a position replacement request for an Accounting Assistant due to a resignation as the employee is transferring to a different department within the County. Motion by Miller to approve the position replacement request for an Accounting Assistant, second by Weyh. Motion carried.

Columbia Health Care Center:

- Columbia County Health Care Center Administrator, Amy Yamriska, presented a position replacement request for a Director of Nursing ("D.O.N.") due to a retirement. Motion by Weyh to approve the position replacement request for a D.O.N., second by Miller. Motion carried.
- Yamriska presented information regarding the need for compensation for mandated COVID-19 exposure testing for employees. Employees would be paid one (1) hour of pay to come in and be tested only if they were exposed at work. This compensation would go back to April 18, 2022. Discussion. Motion by Miller to approve the compensation for mandated COVID-19 exposure testing back to April 18, 2022, as presented, second by Weyh. Motion carried.
- Yamriska presented information regarding the need for incentives to be offered to entice former employees to come back and work for the CHCC including bringing past employees back and paying them at the wage they left at and to restore their weeks of vacation they were at when they left, as possibilities. Discussion. Motion by Miller to approve the rehired staff incentive program through the end of 2022, as presented, second by Holtan. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, presented a position replacement request for a Social Worker due to a termination. Motion by Miller to approve the position replacement request for a Social Worker as presented, second by Weyh. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Patrolman due to a resignation. Motion by Weyh to approve the position replacement request for a Patrolman as presented, second by Miller. Motion carried.
- Hardy presented two position replacement requests for Equipment Operators, both due to resignations. Motion by Miller to approve both position replacement requests for Equipment Operators as presented, second by Weyh. Motion carried.
- Hardy presented a revised position description for an Equipment Operator, Parts Person, Sign Crew, and Ferry Operator. Motion by Miller to approve the revised position description for an Equipment Operator, Parts Person, Sign Crew, and Ferry Operator as presented, second by Weyh. Motion carried.

Sheriff

- Sheriff Roger Brandner presented a position replacement request for a Deputy Emergency Management Coordinator due to an employee moving departments. Motion by Miller to approve the position replacement request for a Deputy Emergency Management Coordinator as presented, second by Holtan. Motion carried.
- Brandner presented a position description for a Dispatch Sergeant. He also presented information regarding the need for a Dispatch Sergeant. As there is a vacant Sergeant position in the Jail, Brandner would like to move that position to Dispatch. Brandner also presented a position description for a 911/Dispatch Coordinator. Discussion. Motion by Miller to approve all of the following: the position description for a Dispatch Sergeant, the transfer of a Sergeant position from the Jail to Dispatch, and the position description for a 911/Dispatch Coordinator as presented, second by Holtan. Motion carried.
- Brandner presented information regarding the need for a 911/Dispatch Coordinator. He would like to appoint the current Dispatch Sergeant into this role. This position would supervise the new Dispatch Sergeant position. Discussion. Brandner presented a proposed wage for the 911/Dispatch Coordinator. Motion by Miller to approve the position request for a 911/Dispatch Coordinator position and the proposed wage for the 911/Dispatch Coordinator as recommended by the department head as presented, second by Weyh. Motion carried.
- Brandner presented a Resolution – Sheriff’s Office E911 Communications Center Staffing and Compensation. Motion by Miller to approve the Resolution – Sheriff’s Office E911 Communications Center Staffing and Compensation as presented, second by Holtan. Motion carried.
- Brandner proposed a wage increase for the Dispatch staff who work on Saturdays and Sundays in the amount of \$2.00/hour. Discussion. Motion by Weyh to approve the proposed weekend incentive rate for the Dispatch staff as presented, second by Miller. Motion carried.

Solid Waste

- Solid Waste Director, Greg Kaminski presented a position replacement request for an Administrative Secretary due to a retirement. He has a part-time Administrative Assistant that he would like to appoint to the vacant position and then advertise for the part-time position. Motion by Weyh to approve the position replacement request for an Administrative Secretary as presented, second by Miller. Motion carried.

Human Resources Committee Meeting
May 9, 2022

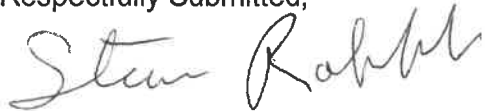
Human Resources

- Joseph Ruf, III, Corporation Counsel/Human Resources Director, presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy.
- Ruf presented the existing position replacement request process to the Committee. Discussion. Committee would like HR staff to present proposals to the Executive Committee.
- Ruf presented a proposed 2023 new/changed position replacement request process. HR staff will send around a memo outlining the process for department heads.
- Ruf and Chris Hardy presented a request for an extension of unpaid leave of absence for an employee. Motion by Holtan to recommend approval of the Unpaid Leave of Absence Request Extension as recommended by the department head, as presented, until the next Human Resources Committee Meeting. Second by Miller. Motion carried.

The next HR Committee meeting will be Monday, June 13, 2022, at 3:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 4:53 p.m., second by Holtan. Motion carried.

Respectfully Submitted,



Steven Rohrbeck
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary