

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, June 2, 2017

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Sheriff Dennis Richards, Dawn Woodard, Amy Yamriska, Chris Hardy, Greg Kaminski, Jan Ruhland, Lyn Jerde-PDR

The meeting was called to order by Chair Bruce Rashke at 8:17 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 May 5, 2017 HR Committee meeting minutes, second by Drew. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

The HR and Corporation Counsel Offices are relocating to the new Administration Building this week. Staff has worked to downsize and purge as much as possible.

SHERIFF

Sheriff Dennis Richards presented the following replacement requests.

- Jailer positions for four (4) or five (5) as they are expecting several resignations and retirements in 2017 and early 2018. Approval would allow the start of the recruitment process. Motion by Drew to approve the replacements, second by Pufahl. Motion carried. Discussion of the current process and alternatives to expedite the process following the State's changes to Civil Service testing requirements.
- Dispatcher replacement request is related to an internal candidate who was offered and accepted the Deputy Emergency Management Coordinator position.
- Management wage compression will be addressed at a later date. Several Departments have inquired about wage concerns related to recruitment and retention.

COLUMBIA HEALTH CARE CENTER (CHCC)

Amy Yamriska, CHCC Administrator, presented a request for a Limited Term Employee (LTE) for a groundskeeper position. CHCC previously utilized Huber workers and 55+ programs but those are no longer viable options. Earlier this year, CHCC consolidated 2 positions which provides available funds. Motion by Field to approve the amended request redefined from new to revised for a seasonal LTE Groundskeeper, second by Drew. Motion carried.

SOLID WASTE

Greg Kaminski, Solid Waste Director, presented the following:

- Replacement request for a Truck Driver due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.
- Kaminski explained the growth of the Solid Waste Department and reviewed the changes he would like to implement. The changes he is considering relate to reorganizing the management structure to provide the best productivity, and ensure safety regulations are being followed while making the best use of current and future equipment. Supervisor Pufahl recommended taking the changes to the Solid Waste Committee for approval.

HEALTH AND HUMAN SERVICES (HHS)

Dawn Woodard, HHS Director, presented a replacement request for an Economic Support Specialist due to a resignation. Motion Pufahl to approve, second by Drew. Motion carried.

DISTRICT ATTORNEY (DA)

Joe Ruf presented a replacement request on behalf of DA Jane Kohlwey for a part time Legal Secretary in the DA Office. The vacancy occurred when the current employee accepted an internal opportunity for a full time position in the Clerk of Court's Office. Motion by Drew to approve, second by Field. Motion carried.

CLOSED SESSION

Motion by Field to go into closed session at 8:43 AM 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. [Promotion to fill Foreman position; Promotion to fill Crisis Coordinator job description; BH Program Coordinator compensation adjustment; Grievance – Highway employee dismissal]. Roll call unanimous.

OPEN SESSION

Committee returned to open session at 9:41 AM

- Motion by Drew to approve a personnel change for a Solid Waste employee from a Baler Machine Operator to a Working Foreman as recommended by the Solid Waste Governing Committee, second by Pufahl. Motion carried.
- Motion by Rohrbeck to approve the job description of Crisis Program Coordinator within the Health and Human Services Department, second by Drew. Motion carried.
- Motion by Rohrbeck to approve an internal appointment for the promotion of a Social Worker to the Crisis Program Coordinator position as recommended by the Health and Human Services Director, second by Drew. Motion carried.
- Motion by Pufahl to approve the adjustment in compensation for the Behavior Health Program Coordinator as presented, second by Rohrbeck. Motion carried.
- No action was taken on the Highway employee dismissal grievance. The Highway Committee has not addressed the grievance and the HR Committee will await their recommendation.

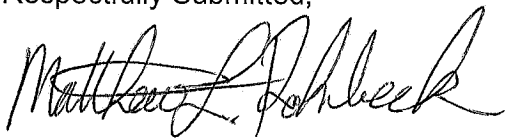
HUMAN RESOURCES (HR)

Policies and Procedures will be tabled for a future date. Consideration of increasing all 37.5 hour employees to 40 hours per week will be reviewed as part of the 2018 budget with cost analysis provided.

The next HR Committee meeting will be Friday, July 7, 2017, at 8:00 AM in the Administration Building Meeting Room 3.

Adjourned meeting at 10:12 AM on motion of Rohrbeck with a second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary