

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, June 3, 2016

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Barry Pufahl

Absent - excused: Dan Drew

Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Jim Foley, Chris Hardy, Greg Kaminski, Darrel Kuhl, Dawn Woodard, Katie Day, Tim Fisher, 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 Field to approve the agenda as presented, second by Pufahl. Motion carried.

Approval of Minutes

Motion by Pufahl to approve the May 6, 2016 HR Committee meeting minutes, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

Recruitment continues for various vacancies Countywide.

HEALTH & HUMAN SERVICES

- HHS Director Dawn Woodard, presented a request to increase the hours of a Public Health Nurse funded through dollars received from an anticipated grant. Motion by Pufahl to approve increasing the hours of a PHN from 37.5 to 40 for the period of 7/1/16 to 6/30/17 upon award of the grant, second by Rohrbeck. Motion carried.
- Replacement request for a Social Worker in the Division of Children and Families due to a resignation. Motion by Pufahl to approve the replacement request, second by Rohrbeck. Motion carried.
- Replacement request for the Division of Children and Families Supervisor due to a resignation. Motion by Pufahl to approve the replacement request, second by Rohrbeck. Motion carried.

SOLID WASTE

Greg Kaminski, Solid Waste Director, presented 2 replacement requests due to employee transfers to Highway.

- Replacement request for a Truck Driver. Motion by Field to approve the replacement request, second by Pufahl. Motion carried.
- Review and discussion of changes to the Truck Driver job description. Motion by Field to approve the changes as presented, second by Rohrbeck. Motion carried.
- Replacement request for a Baler/Machine Operator. Motion by Field to approve the replacement request, second by Rohrbeck. Motion carried.
- Review and discussion of changes to the Baler/Machine Operator job description. Motion by Field to approve the changes as presented, second by Rohrbeck. Motion carried.

SHERIFF

Captain Darrel Kuhl updated the Committee on the Jail employees' 12 hour shifts. Clarification of equivalent benefit hours specific to bereavement and a sick leave incentive day. Motion by Field to treat sick leave incentive day and bereavement time consistent with Jailers' scheduled work day as recommended by Sheriff's Office and Human Resources, a full day equals 12 hours, second by Rohrbeck. Motion carried.

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Motion by Pufahl to table the subject pending written language documenting the policy change being provided at the July HR meeting, second by Rohrbeck. Motion carried.

HEALTH CARE CENTER

A personal leave request was submitted by an employee who has depleted FML, all other benefits and approved leave time. Motion by Pufahl to approve the personal leave request from 6/3/16 through 7/1/16 second by Rohrbeck. Motion carried.

HUMAN RESOURCES

- Compensation for County employees who provide foreign language translation services was discussed. Past practice, working conditions, history of compensation and future payment structure were considered. The Committee tabled the issue and will address it at the July HR meeting.

- The process for 2017 budget requests for new and changed positions was discussed. Ruf explained the past process and the Committee decided to continue to schedule a Joint meeting of the Executive and HR Committees in late July or August to review submitted requests for recommendation to the Finance Committee.

- A resolution assigning the Grant funding for the OWI Treatment Court Coordinator was tabled to the July RH meeting. The State will advise whether the OWI Treatment Program may remain with the Court System or if it should be under Health and Human Services.

CLOSED SESSION

Motion by Pufahl to enter into closed session at 9:06 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. [Division of Children and Families Supervisor; Highway Employee Disciplinary Grievances], second by Field. Committee roll call was unanimous.

OPEN SESSION

The Committee returned to open session at 11:03 AM.

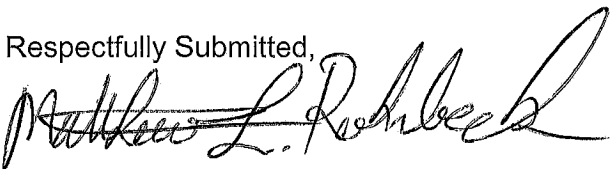
HIGHWAY

Motion by Field to grant the grievance and reinstate the employee with a performance improvement plan mutually agreed upon by the employee and the Highway Commissioner, second by Rohrbeck. Motion carried, not unanimous with Chair Rashke voting no.

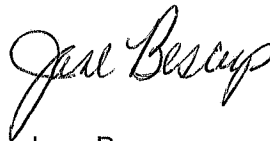
The next meeting will be on Friday, July 1, 2016 at 8:00 AM.

Motion by Rohrbeck to adjourn the meeting at 11:16 AM, second by Field.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary