



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 4, 2021

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

Also in Attendance: Vern Gove, Greg Bisch, Heather Gove, Amy Yamriska, Susan Raimer, Brenda Yaskal, Heather Heiser, Wendy Hazard, Kurt Calkins, Chris Hardy, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:00 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 Foley to approve the minutes from May 7, 2021, second by Wingers. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

Clerk of Courts

- Susan Raimer, Clerk of Courts, presented a position replacement request for a Constitutional Office Deputy due to a retirement. Motion by Pufahl to approve the position replacement request for a Constitutional Office Deputy, second by Rohrbeck. Motion carried.

District Attorney

- Motion by Foley to table the reconsideration of remote work request, second by Wingers. Discussion. Motion carried 4-1, with Pufahl opposed.

Health & Human Services:

- Heather Gove, Director of Health & Human Services presented a position replacement request for an Economic Support Specialist due to a resignation. Motion by Foley to approve the position replacement request for an Economic Support Specialist, second by Wingers. Motion carried.
- Director Gove presented a request to increase hours for the Registered Dietetic Technician position from 33.75 per week to 37.5 per week until a WIC Director is hired. The hours for this position will return to 33.75 hours once a permanent WIC Director is hired. Motion by Wingers to approve the temporary increase in hours from 33.75 per week to 37.5 per week for the Register Dietetic Technician until a WIC Director is hired, second by Foley. Motion carried.
- Director Gove presented a position replacement request for a WIC Director as the current WIC Director has accepted the Public Health Officer position. Motion by Pufahl to approve the position replacement request for a WIC Director, second by Wingers. Motion carried.

Sheriff

- Chief Deputy Greg Bisch, 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 Rohrbeck. Motion carried.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented position replacement requests for two (2) Patrolmen, one due to a resignation and one as an employee passed away. Motion by Pufahl to approve both of the position replacement requests for Patrolmen, second by Rohrbeck. Motion carried.

Human Resources

- Joseph Ruf III and Jodi Burmania presented a line item transfer for updates to HR software that is necessary but was not included in the 2021 budget. Funds will be transferred from advertising to cover the cost of the software updates. Motion by Rohrbeck to approve the line item transfer as presented, second by Foley. Motion carried.
- Ruf and Burmania presented a proposal to work with M3 to obtain information about other voluntary benefits that could be made available to employees. Motion by Rohrbeck to support M3 proposal as presented, second by Foley. Motion carried.
- Ruf and Burmania presented a proposal to update the employee performance evaluation process. This is a very manual process and HR staff plan to work with the MIS Department to implement a more streamlined process. Motion by Pufahl to support this update as presented, second by Rohrbeck. Motion carried.
- Joseph Ruf III presented a Resolution to Amend the County Board Standing Rules, Employee Grievances and Changes to Employee Handbook. The HR Committee did not take any action on this item.
- Ruf and Burmania presented a possible update to our County Compensation plan with a market update. This was an informational only item.

CLOSED SESSION

Motion by Rohrbeck 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 [Planning & Zoning Department Management and Organization; Health Care Center Management Staff Vacation; Human Resources Department Management and Organization; Facilities Management Department Management and Organization]. Second by Wingers. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:47 a.m.

OPEN SESSION

Motion by Pufahl to return to open session. Second by Wingers. The Committee returned to open session at 9:34 a.m.

Human Resources (from closed session)

- Motion by Foley 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 Pufahl. Motion carried.
- Motion by Rohrbeck to approve both the position description for a Zoning and Land Specialist and the Planning and Zoning Department Management and Organization as presented, second by Foley. Motion carried 5-0.
- The HR Committee would like the Human Resources Department to gather information regarding the Human Resources Department Management and Organization item and present at a later meeting.
- Facilities Management Department Management and Organization item was informational only.

Human Resources Committee Meeting
June 4, 2021

The Joint Human Resources/Executive Committee Meeting will tentatively be scheduled for Friday, July 2, 2021, to occur after the regular monthly HR Committee Meeting, at the Administration Building in Meeting Room 115.

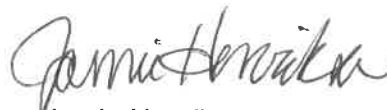
The next HR Committee meeting is scheduled for Friday, July 2, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:54 a.m., second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary