



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, June 7, 2019

Committee Members Present: Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck

Excused absence: Bruce Rashke

Also in Attendance: Vern Gove, Christopher Polzer, Tom Borgkvist, Nancy Long, Keith Miller, Susanna Bradley, Roger Brandner, Greg Bisch, Kurt Calkins, Cory Wiegel, Dawn Woodard, Breanna Hellenbrand, Kristin Verstegen, Stacy Davenport, Joseph Ruf, Jodi Burmania, Jamie Henriksen, Lyn Jerde-PDR

The meeting was called to order by Vice Chair Adam Field at 8:01 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Pufahl to approve the agenda, second by Drew. Motion carried.

Approval of Minutes

Motion by Drew to approve meeting minutes from May 3, 2019 and May 15, 2019, second by Rohrbeck. Motion carried.

Approval of Expenditure Report

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

DISTRICT ATTORNEY

Joseph Ruf presented a replacement request for a Victim Witness Coordinator due to a retirement. He also presented a replacement request for a Legal Secretary due to a retirement. Motion by Drew to approve both replacement requests, second by Rohrbeck. Motion carried.

FACILITIES MANAGEMENT

Cory Wiegel, Director of Facilities Management, presented a position request and a position description for an Intern. Discussion. This is a former FLAG student. Motion by Pufahl to approve the position request and position description, second by Drew. Motion carried.

HIGHWAY

Joseph Ruf presented a replacement request for a Ferry Operator due to a retirement. Motion by Pufahl to approve the replacement request, second by Rohrbeck. Motion carried.

SHERIFF

Sheriff Roger Brandner presented a replacement request for a Deputy due to a resignation. Motion by Rohrbeck to approve the replacement request, second by Drew. Motion carried.

UW Extension

Joseph Ruf presented a replacement request for a part time Administrative Assistant due to a retirement. Motion to approve the replacement request by Rohrbeck, second by Drew. Motion carried. Joseph Ruf also presented a request to increase hours for the remaining Administrative Assistant from 37.5 hours per week to 40 hours per week for the remainder of 2019. Discussion. Motion to deny this increase in hours by Field, second by Drew. Motion carried.

VETERANS SERVICE

Veteran Service Officer position update by Joseph Ruf. Interviews are scheduled for Monday, June 17th. A recommendation will be provided to the County Board on Wednesday June 19th. Ruf also presented a position description update for the Veterans Service Officer. Motion by Pufahl to approve the position description, second by Rohrbeck. Motion carried.

CLOSED SESSION

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Motion by Rohrbeck to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Compensation Adjustment – Administrative Assistant; Compensation Adjustment – Behavioral Health Coordinator; HHS Employee Grievance; Land & Water Conservation and Planning & Zoning Department Management and Organization; Compensation Adjustment – LWCD Office Administrator; Compensation Adjustment – Senior LWCD Resource Management Specialist; Compensation Adjustment – Senior Zoning and Sanitary Specialist; Sheriff's Office Management and Organization; Set Compensation – Jail Lieutenant; Set Compensation – Detective and Patrol Captain]; and, pursuant to Wisconsin Statutes Section 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session [2020 Employee Health Insurance Bids/Proposals]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:44 AM.

OPEN SESSION

The Committee returned to open session at 12:11 PM.

COLUMBIA COUNTY HEALTH CARE CENTER

- Motion by Drew to approve the wage adjustment for the Columbia Health Care Center Administrative Assistant, second by Rohrbeck. Motion carried.

HEALTH AND HUMAN SERVICES

- Motion by Drew to approve the position replacement/revision request, the job description and the compensation adjustment for the Behavioral Health Coordinator, second by Rohrbeck. Motion carried.
- Motion by Rohrbeck to approve the position replacement request and the position description for the Administrator of Behavioral Health and Long Term Support due to a resignation, second by Pufahl. Motion carried.
- Motion by Pufahl to approve the position replacement request and the position description for the Administrator of Economic Support due to a resignation, second by Rohrbeck. Motion carried.
- Motion by Pufahl to table the HHS Grievance, second by Rohrbeck. Motion carried.

LAND & WATER (LWCD) AND PLANNING & ZONING (P & Z)

- Motion by Rohrbeck to approve the position description for the Office Administrator (LWCD), second by Drew. Motion carried. Motion by Rohrbeck to approve the compensation adjustment for the Office Administrator (LWCD), second by Pufahl. Motion passed 3-1 with Field opposed.
- Motion by Rohrbeck to approve the position description for the Senior LWCD Resource Management Specialist, second by Drew. Motion carried. Motion by Rohrbeck to approve the compensation adjustment for the Senior LWCD Resource Management Specialist, second by Pufahl. Motion passed 3-1 with Field opposed.
- Motion by Rohrbeck to approve the position description for the Senior Zoning and Sanitary Specialist (P & Z), second by Drew. Motion carried. Motion by Rohrbeck to approve the compensation adjustment for the Senior Zoning and Sanitary Specialist (P & Z), second by Pufahl. Motion passed 3-1 with Field opposed.

SHERIFF

- Motion by Rohrbeck to approve the position description for the Jail Lieutenant, second by Drew. Motion carried. Motion by Pufahl to approve the compensation adjustment for the Jail Lieutenant, second by Rohrbeck. Motion carried.
- Motion by Rohrbeck to approve the position description for the Detective and Patrol Captain, second by Drew. Motion carried. Motion by Pufahl to approve the compensation adjustment for the Detective and Patrol Captain, second by Rohrbeck. Motion carried.

HUMAN RESOURCES (HR)

- The Position Replacement and Revision Process agenda item will be continued to the July meeting.
- 2020 Employee Health Insurance Bids/Proposals was informational only for Committee Members.

Human Resources Committee Meeting
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A Joint HR/Executive Meeting will be tentatively scheduled on Friday, August 2, 2019 after the HR Committee Meeting.

The next HR Committee meeting is scheduled for Friday, July 5, 2019, at 8:00 AM in the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 12:28 PM, second by Drew. Motion carried.

Respectfully Submitted,



Dan Drew
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary