



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Monday, June 13, 2022

Committee Members Present: Adam Field, Keith F. Miller, Char Holtan, Mike Weyh and Steven Rohrbeck
Also in Attendance: Denise J. Brusveen, Heather Gove, Roger Brandner, Amy Yamriska, Greg Kaminski, Susan Raimer, 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 Holtan. Motion carried.

Approval of Minutes

Motion by Weyh to approve the May 9, 2022 Regular Human Resources Committee Meeting Minutes, second by Miller. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

Child Support:

- Corporation Counsel/Human Resources Director, Joseph Ruf, III, presented a position replacement request for a Legal Secretary due to a retirement. Motion by Weyh to approve the position replacement request for a Legal Secretary, second by Miller. Motion carried.

Clerk of Courts:

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

Columbia Health Care Center:

- Columbia County Health Care Center Administrator, Amy Yamriska, presented a revised position description for a Medical Records Secretary. Discussion. Motion by Miller to approve the revised position description for a Medical Records Secretary as presented with an addition of the need to be "HIPAA Certified" under Duties and Responsibilities, second by Weyh. Motion carried.
- Yamriska presented a position replacement request for a Medical Records Secretary due to a resignation. Motion by Miller to approve the position replacement request for a Medical Records Secretary, 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 resignation. Motion by Holtan to approve the position replacement request for a Social Worker as presented, second by Weyh. Motion carried.
- Gove presented a position replacement request for a Children's Disability Coordinator due to a retirement. Motion by Miller to approve the position replacement request for a Children's Disability Coordinator as presented, second by Weyh. Motion carried.
- Gove presented a position replacement request for an HHS Aide due to a retirement. Motion by Miller to approve the position replacement request for an HHS Aide as presented, second by Weyh. Motion carried.
- Gove presented a position replacement request for a part time Dementia Care Specialist due to a resignation. Motion by Miller to approve the position replacement request for a Dementia Care Specialist as presented, second by Holtan. Motion carried.

Sheriff

- Sheriff Roger Brandner presented a position replacement request for a Secretary due to a retirement. Motion by Miller to approve the position replacement request for a Secretary as presented, second by Weyh. Motion carried.
- Sheriff Brandner presented a position replacement request for a Jailer due to a resignation. Motion by Miller to approve the position replacement request for a Jailer as presented, second by Weyh. Motion carried.

Solid Waste

- Solid Waste Director, Greg Kaminski, presented a position replacement request for a Baler/Machine Operator due to a retirement. Motion by Weyh to approve the position replacement request for a Baler/Machine Operator as presented, second by Miller. Motion carried.

Human Resources

- Ruf presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy.
- Ruf and HR Program Manager, Jodi Burmania, discussed health insurance rates for 2023. M3 is working with Quartz on rates for 2023.
- Ruf and Burmania presented a position request for an additional HR Program Coordinator for 2023. Discussion. Motion by Weyh to approve the position request for an additional HR Program Coordinator for 2023 as presented. Request will now proceed to the Joint Human Resources Committee/Executive Committee for consideration, second by Holtan. Motion carried 3-2 with Rohrbeck and Miller opposed

CLOSED SESSION

Motion by Miller 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 [Communication Sergeant Wage Adjustment; Employee Unpaid Leave of Absence Request]. Second by Holtan. Committee roll call to go into closed session was unanimous. Committee went into closed session at 3:25 p.m.

OPEN SESSION

Human Resources Committee Meeting
June 13, 2022

Motion by Miller to return to open session. Second by Holtan. The Committee returned to open session at 3:54 p.m.

Sheriff (from closed session)

- Motion by Miller to approve the wage for the Communications Sergeant, as recommended by the Sheriff, up to step 6 of the Columbia County Compensations Schedule, as presented in closed session. Second by Holtan. Motion carried.

Human Resources (from closed session)

- Motion by Weyh to approve the Unpaid Leave of Absence Request as recommended by the department head, as presented in closed session for up to twelve (12) weeks. Second by Miller. Motion carried.

The next HR Committee meeting will be Monday, July 11, 2022, at 3:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 4:50 p.m., second by Holtan. Motion carried.

Respectfully Submitted,



Steven Rohrbeck
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary