



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, July 1, 2016

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Barry Pufahl, Dan Drew
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Jim Stilson, Janelle Zacho, Shannon Robinson, 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 Pufahl to approve the agenda as presented, second by Drew. Motion carried.

Approval of Minutes

Motion by Field to approve the June 3, 2016 HR Committee regular and closed session meeting minutes, second by Rohrbeck. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

A variety of issues were discussed in relation to department resignations, retirements, vacancies, recruitments and interview selections.

COLUMBIA HEALTH CARE CENTER

Janelle Zacho, Director of Nursing, presented a second request for a personal leave of absence (HR approved for 1 month 6/2/16 to 7/1/16). The personal leave request was submitted by an employee who has depleted FML, all other benefits and approved leave time. Discussion. Motion by Pufahl to grant a second 30 day personal leave, second by Drew. Motion carried.

HIGHWAY

Replacement request for a Highway Maintenance Worker due to a resignation was presented by Joe Ruf. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried. The Highway Organization Chart was presented and discussed. This is a long term plan that will be implemented over time.

SHERIFF

Lieutenant Jim Stilson presented replacement requests for the following positions:

- Replacement request for a Dispatcher due to a retirement. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.
- Replacement request for a Deputy Sheriff due to a resignation. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.
- Replacement request for the Chief Deputy position in the Sheriff's Office due to a retirement. Motion by Rohrbeck to approve the replacement request, second by Pufahl. Motion carried.

DISTRICT ATTORNEY

Replacement request for a Legal Assistant in the DA's Office due to an internal promotion. The position is based on a 37.5 hour work week budgeted at 30 hours per week with benefits prorated at 80%. The Judiciary Committee needs to approve this request. Motion by Drew to approve the replacement request, second by Field. Motion carried.

HUMAN RESOURCES (HR)

- The amendment to the Policy and Procedures to provide 12 hour sick leave incentive day and bereavement leave benefits for Jail staff working 12 hour shifts was discussed. The estimated cost difference between an 8 hour and 12 hour day benefit is \$200.00 (sick) and \$3130.00 (bereavement) annually. Motion by

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Drew to support and approve the benefit forwarding to the Executive Committee for approval, second by Field. Motion carried.

- Foreign language translation compensation pay is \$5.00 per hour in addition to an employee's hourly rate of pay. The HR Committee requested additional review with a formal policy established outlining a Countywide consistent skill set for translation and to define the compensation. Motion by Pufahl to draft a policy for review, second by Drew. Motion carried.

- Shannon Robinson, Health and Human Services Division Administrator of Behavioral Health and Long Term Support, discussed the OWI Treatment Court Program Coordinator, grant funding and the recommended best practices by the Department of Justice (DOJ), Office of Justice Assistance. DOJ recommends that the position work under the supervision of HHS. The current Resolution assigns supervision of this position to the Circuit Court, however, rehabilitation treatment processes should be confidential while most Court records are public. Request to approve the Resolution to transfer the OWI Treatment Court Program Coordinator to oversight of the County HHS Department. Motion by Pufahl to table until the Judiciary Committee and the HHS Board can review, second by Rohrbeck. Motion carried, Rashke opposed.

The next meeting will be a Joint Executive/HR Committee meeting on Wednesday, August 3, 2016 at 9:30 AM in the LEC John Roche Community Room to review 2017 submitted position requests and/or changes. The next regular HR Committee meeting will be Friday, August 5, 2016 at 8:00 AM in the Gibraltar Rock meeting Room in the Annex Building.

Motion by Rohrbeck to adjourn the meeting at 9:34 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary