

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, July 2, 2021

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

Also in Attendance: Vern Gove, Nancy Long, Bob Koch (via phone), Roger Brandner, James Stilson, Heather Gove, Brenda Yaskal, Cory Wiegel, Chris Hardy (via phone), Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:02 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

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

Approval of Minutes

Motion by Pufahl to approve: May 19, 2021 Special Human Resources Committee Minutes, June 4, 2021 Regular Human Resources Committee Meeting Minutes and June 15, 2021 Special Joint Human Resources and IS&P Committee Minutes, second by Rohrbeck. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

District Attorney

- District Attorney, Brenda Yaskal, presented a position replacement request for a Legal Secretary (30.0 hrs/wk) due to a resignation. Motion by Pufahl to approve the position replacement request for a Legal Secretary (30.0 hrs/wk), second by Rohrbeck. Motion carried.
- Yaskal also presented a position replacement request for a part time Legal Secretary (18.75 hrs/wk) due to a resignation. Motion by Rohrbeck to approve the position replacement request for a part time Legal Secretary (18.75 hrs/wk), second by Pufahl. Motion carried.

Facilities Management

- Cory Wiegel, Director of Facilities Management, presented two (2) position replacement requests for Janitors, both due to resignations (one was previously approved, but hiring was put on hold at the time). Motion by Foley to approve both position replacement requests for Janitors, second by Wingers. Motion carried.

Health & Human Services:

- Heather Gove, Director of Health & Human Services presented a position replacement request for a Transportation Coordinator due to internal transfers following a resignation. Motion by Wingers to approve the position replacement request for a Transportation Coordinator, second by Foley. Motion carried.
- Director Gove presented a position replacement request for an Assistant Director of the Aging and Disability Resources Center (ADRC) due to a resignation. Motion by Foley to approve the position replacement request for an Assistant Director of the ADRC, second by Pufahl. Motion carried.
- Director Gove presented a position replacement request for a Social Worker in the Behavioral Health & Long-Term Support Division due to a resignation. Motion by Pufahl to approve the position replacement request for a Social Worker, second by Wingers. Motion carried.

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- Director Gove presented a position request for two (2) Social Workers in the Behavioral Health & Long-Term Support Division based on additional State funding as wait-list requirements have changed. Motion by Wingers to approve the position request for two (2) Social Workers, second by Foley. Motion carried.
- Director Gove presented position descriptions for a Nurse Supervisor and for a Health Educator in the Public Health Division. Motion by Foley to approve both of the position descriptions as presented, second by Wingers. Motion carried.
- Director Gove presented requests to revise one vacant Public Health Nurse position to a Nurse Supervisor and the other vacant Public Health Nurse to a Health Educator. Motion by Foley to approve both of the position requests as presented, second by Pufahl. Motion carried.

Human Resources

- Joseph Ruf III and Jodi Burmania presented a proposal to update the employee performance evaluation process and displayed examples of some of the current evaluations. This is currently a very manual process and HR staff plan to work with the MIS Department to implement a more streamlined process. This was an informational item only.
- Ruf reviewed the HR budget to date noting the Impartial Grievance Hearings that have occurred and are in progress. Some departments are continuing to see a reduction in applications. HR staff continues to try different advertising options.

CLOSED SESSION

Motion by Wingers 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 [Human Resources Department Management and Organization; Facilities Management Department Management and Organization; Compensation Review for Selected Positions; Jailer Protective Status; Employee Donated Sick Time Request]. Second by Pufahl. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:24 a.m.

OPEN SESSION

Motion by Foley to return to open session. Second by Wingers. The Committee returned to open session at 10:42 a.m.

Human Resources (from closed session)

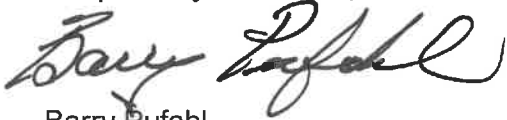
- The HR Committee took no action on the Human Resources Department Management and Organization item.
- Motion by Rohrbeck to approve what was discussed and presented in closed session regarding the Facilities Management Department Management and Organization item, second by Wingers. Motion carried.
- Motion by Rohrbeck to take no action on the Position Replacement Request – Operations Manager item, second by Wingers. Motion carried.
- Motion by Foley to approve the Jailer Protective Status item as presented, second by Pufahl. Motion carried 4-1 with Field opposed.
- Motion by Rohrbeck to approve the request for the donation of sick time for the employee as presented, second by Wingers. Motion carried.
- Motion by Rohrbeck to instruct HR staff to look into a compensation review of the selected positions as presented in closed session. Field added another position to review without objection. Second by Wingers. Motion carried.

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The next HR Committee meeting is scheduled for Friday, August 6, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Foley to adjourn the meeting at 10:51 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary