



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Joint Human Resources and Executive Committees Minutes, Friday, July 2, 2021

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

Appearing via Telephone: Bob Koch

Also in Attendance: Nancy Long, Brenda Yaskal, Heather Gove, Greg Kaminski, David Drews, Joseph Ruf, Jodi Burmania and Jamie Henriksen

The Executive meeting was called to order by County Board Chair Vern Gove at 10:58 a.m.

The HR meeting was called to order by HR Chair Adam Field at 10:59 a.m.

The Joint meeting was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

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

HR - Motion by Rohrbeck to approve the agenda, second by Foley. Motion carried.

Meeting to review the 2022 Budget position requests:

The Department Heads presented their requests supported by documentation. Results were tabulated at the end of the meeting.

District Attorney

- Brenda Yaskal, District Attorney, presented requests for the following:
 1. Increase one (1) Legal Secretary's hours from 37.5 hours per week to 40 hours per week.
 2. Increase two (2) Victim Witness Coordinators' hours from 37.5 hours per week to 40 hours per week.

Health & Human Services

- Heather Gove, Director of Health & Human Services, presented the following position requests:
 1. Title change from Transportation Coordinator (part time position only) to ADRC Receptionist
 2. Wage adjustment for ADRC Site Managers
 3. Wage adjustment for ADRC Drivers
 4. Increase hours for one (1) Registered Dietetic Technician from 33.75 to 37.5 hours per week.
- Executive – Motion by Foley to move these four (4) requests on to Finance without ranking, second by Wingers. Motion carried.
- HR - Motion by Wingers to move these four (4) requests on to Finance without ranking, second by Foley. Motion carried.

Management Information Services

- David Drews, MIS Director, presented the following requests:
 1. Change Infrastructure Support Specialist II to Infrastructure Support Specialist III
 2. Change Infrastructure Support Specialist II to Infrastructure Support Specialist III

Solid Waste

- Greg Kaminski, Director of Solid Waste, presented the following position request:
 1. Change Administrative Assistant position to Administrative Secretary and increase hours from 24.0 to 32.0 hours per week.

Joint Human Resources/Executive Committee Meeting
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The Committee members took into consideration the requests and individually prioritized them. The ranking results are attached.

***Motion by Pufahl to adjourn the Executive Committee Meeting at 11:28 a.m. Seconded by Foley.
Motion carried.***

***Motion by Rohrbeck to adjourn the Human Resources Meeting at 11:29 a.m. Seconded by Pufahl.
Motion carried.***

Respectfully Submitted,



Bob Koch
Secretary Executive Committee



Jamie Henriksen
Recording Secretary



Barry Pufahl
Secretary Human Resources Committee

2022 Annual Budget Requests

<u>Department</u>	<u>Position</u>	<u>Request</u>	<u>Field</u>	<u>Rohrbeck</u>	<u>Pufahl</u>	<u>Foley</u>	<u>Wingers</u>	<u>Gove</u>	<u>Koch</u>	<u>Sub Total</u>	<u>RANK</u>
Solid Waste	Administrative Assistant	Reclass to Administrative Secretary and Increase hours from 24.0 per week	4	1	1	3	3	1	2	15.00	1
Management Information Svcs (MIS)	Infrastructure Support Specialist II	Title change to Infrastructure Specialist III	2	4	2	2	1	2	3	16.00	2
Management Information Svcs (MIS)	Infrastructure Support Specialist II	Title change to Infrastructure Specialist III	3	5	3	1	2	3	4	21.00	3
District Attorney	Legal Secretary	Increase hours from 37.5 hrs/wk - 40 hrs/wk	1	2	4	4	4	4	5	24.00	4
District Attorney	Victim Witness Coordinators (2)	Increase hours from 37.5 hrs/wk - 40 hrs/wk	5	3	5	5	5	5	1	29.00	5