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Columbia County Human Resources Committee Minutes Friday, July 7, 2017

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Sheriff Dennis Richards, Darrel Kuhl, Melissa Duane, Chris Hardy, Jan Ruhland, Breanna Hellenbrand-M3, Lyn Jerde-PDR

The meeting was called to order by Chair Bruce Rashke at 8:02 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 Pufahl to approve the HR Committee meeting minutes from June 2, 2017, second by Drew. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

The HR Office has been receiving 2018 budget requests for new/changed positions.

SHERIFF

Sheriff Dennis Richards presented the following replacement requests.

- Request to increase the hourly rate for the employees hired as Court Services Officer 3 (CSO3) from \$17.00 to \$18.00 per hour in 2018. Motion by Pufahl to adopt the previously recommended rates from the September 28, 2016 HR meeting, second by Drew. Motion carried.

- Review of changes to the Deputy Sheriff, Jailer and Dispatcher job descriptions were presented and discussed. Motion by Field to accept the changes to the job descriptions, second by Drew. Motion carried.

HEALTH & HUMAN SERVICES (HHS)

Melissa Duane, Division Administrator Economic Support, presented changes to the Economic Support Specialist job description that reflect changes to programs and position responsibilities. Motion by Pufahl to approve the changes to the ESS job description as presented, second by Field. Motion carried.

CLOSED SESSION

Motion by Field to go into closed session at 9:19 AM 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. [Grievance – Highway employee dismissal], second by Drew. Roll call unanimous.

OPEN SESSION

Committee returned to open session at 10:12 AM.

- Motion by Pufahl to support the Highway Committee's decision to uphold the Highway Commissioner's dismissal of a Highway employee, second by Rohrbeck. Motion carried.

HIGHWAY

Chris Hardy, Highway Commissioner, requested replacement of 2 positions and will hire at the entry level for a Highway Maintenance Worker (HMW). Motion by Drew to approve the request to hire 2 HMW, second by Rohrbeck. Motion carried.

HUMAN RESOURCES (HR)

- The County's insurance broker, M3 Account Representative Breanna Hellenbrand, discussed the 2017 employee health insurance contract with WCA/GHT providing a service review. The County agreed to a 1 year contract with a not to exceed cap of 7.5% for 2018. Hellenbrand fielded questions from the Committee about transition, service, and cycle of changing in insurance providers.

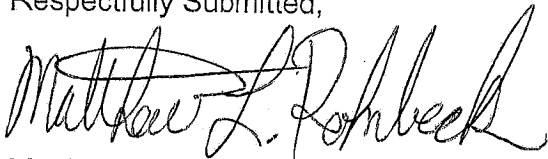
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- Amend Operations Manual for Management related to the Sheriff's Office hiring process dropping the Civil Service Exam requirements. Discussion on the history of testing, lengthy process, recruitment and the current competitive market. Motion by Field to recommend the change to discontinue the testing requirement to expedite the hiring process, second by Drew. Motion carried.
- Amend Personnel Policies and Procedures (P&P) for General Employees moving Emergency Management Office staff to P&P for Sheriff's Non-Sworn Staff and identifying all positions covered under the P&P. Motion by Pufahl to approve the change, second by Drew. Motion carried.
- Amend Personnel Policies and Procedures for General Employees to include the Medical Examiner's Office Personnel. Motion by Drew to approve the change, second by Rohrbeck. Motion carried.
- Amend Personnel Policies and Procedures for Field Employees of the Highway and Transportation Department. Presented with a variety of issues pertinent to the Highway Department. Clarification related to overtime pay, holiday pay, holiday schedule, bereavement leave, holidays for new employees, safety equipment purchase reimbursement, and temporary assignments. Motion by Pufahl to approve changes as recommended, second by Drew. Motion carried.

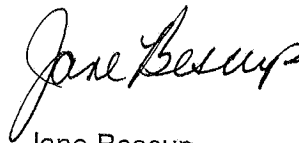
The next HR Committee meeting will be Friday, August 4, 2017, at 8:00 AM in Administration Building Room 115.

Adjourned meeting at 10:12 AM on motion of Rohrbeck with a second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary