

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, July 12, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck
Also in Attendance: Vern Gove, Christopher Polzer, Tom Borgkvist, Nancy Long, Keith Miller, Susanna Bradley, Roger Brandner, Greg Bisch, Sue Moll, Brenda Yaskal, Becky Mulhern, Dawn Woodard, Amy Yamriska, Breanna Hellenbrand, Kristin Verstegen, Stacy Davenport, Portage Police Chief Ken Manthey, Joseph Ruf, Tara Kessenich, Jamie Henriksen, Nicole Aimone-PDR

The meeting was called to order by Chair Bruce Rashke at 8:00 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Drew to approve the agenda, second by Field. Motion carried.

Approval of Minutes

Motion by Drew to approve meeting minutes from June 7, 2019, second by Pufahl. Motion carried.

Approval of Expenditure Report

Motion to approve report by Pufahl, second by Drew. Motion carried.

DISTRICT ATTORNEY

Joseph Ruf introduced DA Brenda Yaskal. Ruf presented a proposal for one staff member in the DA's Office to extend their 90-day extension to use their earned vacation. Motion by Drew to approve the extension through the end of 2019, second by Pufahl. Motion carried.

HIGHWAY

Joseph Ruf presented replacement requests for two Patrolmen positions due to resignations. Motion by Rohrbeck to approve both replacement requests, second by Drew. Motion carried.

VETERANS SERVICE

Assistant Veteran Service Officer position replacement update by Joseph Ruf. Interviews are scheduled for Monday, July 15th. Ruf also presented a position description update for the Assistant Veterans Service Officer. Motion by Field to approve the position description, second by Rohrbeck. Motion carried.

County Clerk

Sue Moll presented position description changes for the Chief Deputy and for the Constitutional Office Deputies (2). Motion by Drew to approve both position descriptions, second by Pufahl. Motion carried.

Health & Human Services

ADRC Director, Becky Mulhern, presented a position replacement request for a Clerk Typist and for a Transportation Coordinator, both due to resignations. Motion by Pufahl to approve both position replacement requests, second by Drew. Motion carried. Donated sick leave request for an HHS employee presented by Ruf as all benefit time is exhausted. Motion by Drew to approve this request for donated sick time, second by Field. Motion carried.

SHERIFF

Sheriff Roger Brandner presented replacement requests for three jailers due to resignations. Motion by Pufahl to approve all three replacement requests, second by Rohrbeck. Motion carried.

Human Resources

Ruf presented a proposal for one staff member in the HR Office to extend their 90-day extension to use their earned vacation. Motion by Drew to approve the extension through the end of 2019, second by Rohrbeck.

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Motion carried. Discussion by Ruf regarding the current Telework Policy, HR Committee feels that the policy does not need to be updated at this time.

CLOSED SESSION

Motion by Rohrbeck to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Compensation Adjustment – Chief Deputy – County Clerk; Compensation Adjustment – Constitutional Office Deputy (2) – County Clerk; Compensation Adjustment - Dietary Crew Leader - CHCC; HHS Employee Grievance; Compensation Adjustment – Court Services; Compensation Adjustment – Patrol Lieutenants]; and, pursuant to Wisconsin Statutes Section 19.85(1)(e), Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session [2020 Employee Health Insurance Bids/Proposals]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:49 AM.

OPEN SESSION

The Committee returned to open session at 12:57 PM.

COLUMBIA COUNTY HEALTH CARE CENTER

- Motion by Pufahl to approve the wage adjustment for the Columbia Health Care Center Dietary Crew Leader from HCC-E to HCC-G, second by Rohrbeck. Motion carried.

COUNTY CLERK

- Motion by Rohrbeck to defer the wage adjustments for the Chief Deputy – County Clerk and the Constitutional Office Deputies (2) – County Clerk to the 8/2/19 Joint HR/Executive Committee Meeting, second by Field. Motion carried.

HEALTH AND HUMAN SERVICES

- Motion by Field to deny the HHS Grievance, second by Field. Motion passed 3-2 with Rohrbeck and Drew opposed.

SHERIFF

- Motion by Drew to approve the wage adjustments for the Court Services positions from \$18.00/hour to \$20.00/hour, second by Rohrbeck. Motion carried.
- Motion by Rohrbeck to defer the wage adjustments for the Patrol Lieutenants to the 8/2/19 Joint HR/Executive Committee Meeting, second by Field. Motion carried.

HUMAN RESOURCES

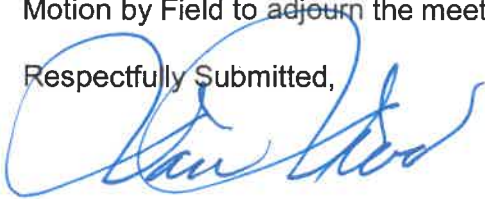
- The Position Replacement and Revision Process agenda item will be continued to the August meeting.
- Motion by Pufahl to approve the recommendation to accept the offer from Quartz Insurance for the 2020 Employee Health Insurance, second by Drew. Motion carried.

The next HR Committee meeting is scheduled for Friday, August 2, 2019, at 8:00 AM in the Administration Building in Meeting Room 115.

A Joint HR/Executive Meeting is scheduled on Friday, August 2, 2019 after the HR Committee Meeting.

Motion by Field to adjourn the meeting at 1:06 PM, second by Rohrbeck. Motion carried.

Respectfully Submitted,



Dan Drew
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary