

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Joint Human Resources and Executive Committee Minutes, Thursday, July 14, 2022

Committee Members Present: Chris Polzer, Denise J. Brusveen, Darren W. Schroeder, Adam Field, Matthew Rohrbeck, Keith F. Miller, Steven Rohrbeck, Char Holtan, and Mike Weyh

Also in Attendance: Eric J. Shimpach, Doug Richmond, Shonna Neary, Roger Brandner, Amy Yamriska, Brenda Yaskal, Heather Gove, Katelyn Schara, Madeleine Meeker, David Drews, Greg Kaminski, Chris Hardy, Joseph Ruf, Jessica Hale, Jodi Burmania, and Jamie Henriksen

The Joint Human Resources and Executive Committee Meeting was called to order by County Board Chair Chris Polzer at 10:29 a.m.

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

Approval of Agenda

Motion by Brusveen to approve the agenda, second by Holtan. Motion carried.

Meeting to review the 2023 Budget position requests:

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

Accounting

Shonna Neary, Comptroller Select, presented the following request:

1. Wage adjustments for the Assistant Comptroller from a Grade P to a Grade R on the County Compensation Schedule.

Columbia Health Care Center

Amy Yamriska, Columbia Health Care Center Administrator, presented the following requests:

1. Increase hours for the Dietary Crew Leader from 32 hours per week to 40 hours per week
2. Wage adjustments for RN Nurse Managers – 3% above any ATB
3. Wage adjustments for Registered Nurses (RN) – 3% above any ATB
4. Wage adjustments for Licensed Practical Nurses (LPN) – 2% above any ATB
5. Wage adjustments for Certified Nursing Assistants (CNA) – 3% above any ATB
6. Wage adjustments for Activity Assistants – 3% above any ATB
7. Grade adjustments for Executive Secretary and Medical Records – HCC-H, Current Step 3 becomes Step 1
8. Wage adjustment for the Maintenance Mechanic – HCC-F to HCC-G
9. Title change from Maintenance Crew Leader to Maintenance Mechanic
10. Maintain Weekend/PM Shift Differential

District Attorney

Brenda Yaskal, District Attorney, presented requests for the following:

1. Increase one (1) Legal Secretary's hours from 18.75 hours per week to 40 hours per week.
2. Increase one (1) Legal Secretary's hours from 30.0 hours per week to 40 hours per week.
3. Increase one (1) Legal Secretary's hours from 37.5 hours per week to 40 hours per week.
4. 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 request:

1. Wage Study Needed for all HHS Positions

Highway & Transportation

Chris Hardy, Highway Commissioner, presented the following requests:

1. Title change for one Patrolman – Dispatch to Equipment Operator with wage adjustment.
2. Title change for one Patrolman to Foreman of the Wyocena location with wage adjustment.
3. Wage Study Needed for all Highway & Transportation Department employees including office staff.

Human Resources

Joseph Ruf, Corporation Counsel/ Human Resources Director, presented the following position request:

1. New Full-Time Position Request (40 hours/week) – additional HR Program Coordinator

Management Information Services (MIS)

David Drews, MIS Director, presented the following position request:

1. New Full-Time Position Request (40 hours/week) – Administrative Assistant

Medical Examiner

Katelyn Schara, Medical Examiner, presented the following position requests:

1. New Part-Time Position Request (36 hours/week) – Administrative Assistant
2. New Part-Time Position Request (20 hours/week) – Administrative Assistant
3. Change Per Diem Deputy Medical Examiner Positions to four (4) Part-Time Positions (1000 hours per year each).

Sheriff

Sheriff Roger Brandner, presented the following requests:

1. Wage adjustment for three (3) Security CSU II from \$17.00 per hour to \$18.00 per hour.
2. Wage adjustment for ten (10) Security and Transport CSU III from \$20.00 per hour to \$24.00 per hour.
3. Change hours for Dispatchers to 12-hour Shifts.

Solid Waste

Greg Kaminski, Director of Solid Waste, presented the following position request:

1. Increase hours for the part time Administrative Assistant from 24.0 to 40.0 hours per week.

The Committee members took into consideration the requests and individually prioritized them. The ranking results are attached.

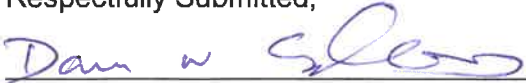
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Motion by Matthew Rohrbeck to separate out the Columbia Health Care Center requests as they do not include levy dollars. He would like the CHCC Committee to prioritize which requests should be approved, second by Holtan. Motion carried.

Committees asked HR to forward the rankings to the Finance Committee as shown.

Motion by Steven Rohrbeck to adjourn the Joint Human Resources and Executive Committee Meeting at 1:01 p.m. Seconded by Miller. Motion carried.

Respectfully Submitted,



Darren W. Schroeder
Secretary Executive Committee



Jamie Henriksen
Recording Secretary



Steven Rohrbeck
Secretary Human Resources Committee

2023 Annual Budget Requests

<u>Department</u>	<u>Position</u>	<u>Request</u>	<u>Range</u>	<u>Estimated Fiscal Impact</u>	<u>Sub Total</u>	<u>RANK</u>
Sheriff	Dispatchers	Change to 12-Hour Shifts	No Change	\$19,291.82	20.00	1.00
Sheriff	Courthouse Security, Level II	Wage Adjustment	\$17.00/hr to \$18.00/hr	\$2,160.00	36.00	2.00
Sheriff	Courthouse Security, Level III	Wage Adjustment	\$20.00/hr to \$24.00/hr	\$36,170.00	38.00	3.00
Highway & Transportation	Patrolman (Dispatch)	Title Change to Equipment Operator	Grade H, Step 3 & 4 to Grade I, Step 1 & 2	\$1,810.00	48.00	4.00
Highway & Transportation	Patrolman	Title Change to Foreman	Grade H, Step 7 to Grade J, Step 2	\$2,170.00	52.00	5.00
Accounting	Assistant Comptroller	Wage Adjustment	Grade P, Step 1 to Grade R, Step 1	\$9,160.00	66.00	6.00
District Attorney	Legal Secretary	Increase hours from 37.5 hrs/wk - 40 hrs/wk	No Change	\$2,980.00	78.00	7.00
Solid Waste	Administrative Assistant	Increase hours from 24.0 per week to 40.0 per week	No Change	\$33,640.00	78.00	8.00
District Attorney	Victim Witness Coordinators (2)	Increase hours from 37.5 hrs/wk - 40 hrs/wk	No Change	\$8,310.00	82.00	9.00
Health & Human Services	All Positions	Wage Study Needed	Varies	Varies	94.00	10.00
Highway & Transportation	All Positions	Wage Study Needed	Varies	Varies	95.00	11.00
District Attorney	Legal Secretary	Increase hours from 30.0 hrs/wk - 40 hrs/wk	No Change	\$28,740.00	107.00	12.00
Human Resources	HR Program Coordinator	Full Time Position	Grade J, Step 1	\$77,230.00	109.00	13.00
Medical Examiner	Administrative Assistant	Part Time Position (20.0 hrs/wk)	Grade F, Step 1	\$33,090.00	111.00	14.00
Management Information Svcs (MIS)	Administrative Assistant	Full Time Position	Grade G, Step 1	\$63,450.00	117.00	15.00
District Attorney	Legal Secretary	Increase hours from 18.75 hrs/wk - 40 hrs/wk	No Change	\$43,910.00	122.00	16.00
Medical Examiner	Deputy Medical Examiner	Part Time Position (36.0 hrs/wk)	Grade H, Step 1	\$70,020.00	142.00	17.00
Medical Examiner	Deputy Medical Examiner (4 Positions)	Four (4) Part Time Positions (1,000 hrs/year each)	Grade H, Step 1	\$92,670.00	144.00	18.00

Total new positions, reclass & increases

\$524,801.82