

# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Joint Human Resources and Executive Committees Minutes Friday, August 2, 2019

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Matthew Rohrbeck Vern E. Gove, JoAnn Wingers and James Foley

Excused absence: Barry Pufahl

Also in Attendance: Tom Borgkvist, Nancy Long, Eric Shimpach, Greg Bisch, Brenda Yaskal, Becky Mulhern, Cory Wiegel, Dawn Woodard, Jenny Skadah, Susan Lorenz, Ellen Ellingsworth, Jeff Hoffman, Greg Kaminski, Chris Hardy, Joseph Ruf, Jodi Burmania, Jamie Henriksen, Nicole Aimone-PDR, Katie Day (via telephone)

The Executive meeting was called to order by Executive Chair Vern Gove at 9:03 AM

The HR meeting was called to order by HR Chair Bruce Rashke at 9:04 AM

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

### Approval of Agenda

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

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

Meeting to review the 2020 Budget position requests:

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

### County Clerk

- Joe Ruf, Corporation Counsel, presented the following requests:
  1. Wage adjustment for Chief Deputy (County Clerk) due to updated position description.
  2. Wage adjustments for two (2) Constitutional Office Deputies due to updated position descriptions.

### District Attorney

- Brenda Yaskal, District Attorney, presented requests for the following:
  1. Increase a Legal Secretary's hours from 18.75 hours per week to 40 hours per week.
  2. Increase a Legal Secretary's hours from 37.5 hours per week to 40 hours per week.
  3. Increase a Legal Assistant's hours from 30 hours per week to 40 hours per week.
  4. Increase Victim Witness Coordinators (2) hours from 37.5 hours per week to 40 hours per week.
  5. Managing Attorney.

### Facilities Management

- Cory Wiegel, Director of Facilities Management, presented requests for the following:
  1. Janitor Supervisor position title change to Facilities Supervisor with wage adjustment.
  2. Janitor position title change to Facilities Maintenance Worker with wage adjustment.
  3. Clerk Typist title change to Administrative Assistant with increase in hours from 18.75 per week to 40 per week with wage adjustment.
  4. Administration/HHS Building Security Officers. Chair Gove and the Sheriff will discuss details.

### **Health & Human Services**

- Katie Day, Children and Families Division Administrator, (appeared via telephone) presented the following requests:
  1. Social Worker (DCF)
  2. Children and Families Supervisor
- Dawn Woodard, Director of HHS, presented requests for the following:
  1. Dementia Care Specialist (ADRC)
  2. Part time Transportation Clerk (ADRC)
  3. Part time Clerk Typist (DSS)
  4. Health and Human Services Aide title change to Health Promotions Coordinator (ADRC)
  5. Increase OWI Treatment Court Coordinator's hours from 37.5 per week to 40 per week.
  6. Increase Drug Treatment Court Program Coordinator's hours from 37.5 per week to 40 per week.
  7. Increase Breast Feeding Peer Counselor's hours from 300 per year to 520 per year.
  8. Increase Registered Dietetic Technician's hours from 33.75 per week to 37.5 per week.
  9. Title change from Clerk Typist (ADRC) to ADRC Receptionist.

### **Highway & Transportation**

- Chris Hardy, Highway Commissioner, presented the following position requests:
  1. Equipment Operator
  2. Patrolman

### **Sheriff**

- Greg Bisch, Chief Deputy, presented the following requests:
  1. Wage adjustment for three (3) Patrol Lieutenants.
  2. Wage adjustment for Court Service Unit employees from \$18/hr to \$20/hr. Motion by Gove to increase CSU III from \$18/hr to \$20/hr effective 8/1/19. Seconded by Foley. Motion carried.

### **Solid Waste**

- Greg Kaminski, Director of Solid Waste, presented the following position request:
  1. Part Time Office Assistant to replace retiring LTE

### **UW Extension**

- Jeff Hoffman, Area Extension Director, presented the following request:
  1. Title change from Administrative Assistant to Office Administrator with wage adjustment.

### **Corporation Counsel**

- Joe Ruf, Corporation Counsel, presented the following position request:
  1. Assistant to Corporation Counsel/HR Director

Executive - Motion by Foley to rank all HHS and Highway requests #1 and refer them to the Finance Committee. Seconded by Drew. Motion carried.

HR - Motion by Rohrbeck to rank all HHS and Highway requests #1 and refer them to the Finance Committee. Seconded by Drew. Motion carried.

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

***Motion by Drew to adjourn the Human Resources Meeting at 11:45 a.m. Seconded by Field. Motion carried. Motion by Wingers to adjourn the Executive Meeting at 11:46 a.m. Seconded by Foley. Motion carried.***

Respectfully Submitted,

2020 Annual Budget Requests Tally \* Committee members on both HR and Exec

Department	Position	Request	Status	Range	Fiscal Impact	Grant Funded	Rashke	Field	* Drew	* Rohrbeck	Gove	Foley	Wingers	Sub Total	RANK
Health & Human Services	Dementia Care Specialist (ADRC)	Full time position	New request	Grade I, Step 1		\$68,058.68 Contingent on	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Transportation Clerk (ADRC)	Part time position, 18.75 hrs/wk	New request	Grade F, Step 1		\$17,763.42	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Clerk Typist (DSS)	Part time position	New request	Grade F, Step 1		\$17,763.42 WIMCR cost Settlement	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Human Services Aide (ADRC)	Title change to Health Promotions Coordinator (ADRC)	Full Time Current Employee - Job Reclassification	Remains Grade G	\$0.00		1	1	1	1	1	1	1	7.00	1
Health & Human Services	OWI Treatment Court Coordinator	Increase hours from 37.5 hrs/wk - 40 hrs/wk		Grade J, Step 2		\$3,771.65 TAD Grant	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Drug Treatment Court Program Coordinator	Increase hours from 37.5 hrs/wk - 40 hrs/wk		Grade J, Step 3		\$3,853.67 TAD Grant	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Breastfeeding Peer Counselor	Increase hours from 300 per year to 520 hrs/yr		\$14.00 per hour, LTE		\$3,313.82 5 year state funding	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Registered Dietetic Technician	Increase hours from 1761.75 hrs/yr to 1957.50 per year (33.75 hrs/wk - 37.5 hrs/wk)		Grade H, Step 6		\$5,231.65 FIT Families Grant	1	1	1	1	1	1	1	7.00	1
Health & Human Services	Clerk Typist (ADRC)	Title Change to ADRC Receptionist	Full Time Current	Remains Grade F	\$0.00		1	1	1	1	1	1	1	7.00	1
Highway	Equipment Operator	Full time position	New request	Grade H, Step 1	\$72,561.99		1	1	1	1	1	1	1	7.00	1
Highway	Patrolman	Full time position	New request	Grade G, Step 1	\$68,128.31		1	1	1	1	1	1	1	7.00	1
Sheriff	Court Services Unit	Wage Adjustment	Current and Future Employees	\$18.00 per hour to \$20.00 per hour			1	1	1	1	1	1	1	7.00	1
Health & Human Services	Children & Families Supervisor (DCF)	Full time position	New request	Grade L Step 1	\$84,744.40		2	8	4	5	2	10	2	33.00	2
District Attorney	Managing Attorney	Full time position	New request	Grade O, Step 1	\$98,041.29		6	19	4	4	3	5	5	46.00	3
Facilities Management	Janitorial Supervisor	Title change to Facilities Supervisor/wage increase	Full Time Current Employee	Grade H to Grade I, Step 1	\$3,137.35		12	7	5	8	4	6	4	46.00	3
County Clerk	Chief Deputy	Wage Adjustment due to Updated Position Description	Full Time Current Employee	Grade I, Step 8 to Grade J, Step 7	\$3,384.00		14	3	2	6	18	2	3	48.00	4
Facilities Management	Janitor	Title change to Facilities Maintenance Worker/wage increase	Full Time Current Employee	Grade E, Step 10 to Grade F, Step 8	\$1,871.81		9	2	6	9	7	7	10	50.00	5
County Clerk	Constitutional Office Deputy	Wage Adjustment due to Updated Position Description	Full Time Current Employee	Grade G, Step 6 to Grade H, Step 6	\$3,525.38		15	13	3	10	8	3	5	57.00	6
Facilities Management	Clerk Typist (FM)	Title change to Administrative Assistant/increase hours 18.75 to 40/wage adjustment	Part Time 18.75 hrs/wk to Full Time 40 hrs/wk	Grade F, Step 5 to Grade G, Step 2	\$45,918.14		8	4	12	12	6	8	8	58.00	7
County Clerk	Constitutional Office Deputy	Wage Adjustment due to Updated Position Description	Full Time Current Employee	Grade G, Step 4 to Grade H, Step 2	\$1,924.68		16	14	3	11	9	4	9	66.00	8
Sheriff	Lieutenants (3)	Wage Adjustment	Full Time Current Employees	Grade M, Step 11 to Grade N, Step 10	\$11,444.67		11	6	10	15	5	13	8	68.00	9
District Attorney	Victim Witness Coordinators (2)	Increase hours from 37.5 hrs/wk - 40 hrs/wk		Grade I, Step 5	\$7,716.66		7	10	8	7	13	16	8	69.00	10
Facilities Management	Admin/HHS Building Security Officers	4,016.00 Annual LTE Hours	New request	\$20.00 per hour	\$86,464.48		5	15	13	2	17	18	4	74.00	11
Corporation Counsel	Asst to Corp Counsel/HR Director	Full time position	New request	Grade J, Step 1	\$75,842.33		3	11	16	3	14	19	11	77.00	12
District Attorney	Legal Secretary	Increase hours from 37.5 hrs/wk - 40 hrs/wk		Grade G, Step 2	\$2,946.54		18	5	8	13	11	15	7	77.00	12
Health & Human Services	Social Worker (DCF)	Full time position	New request	Grade J Step 1	\$72,287.50		4	12	14	14	16	9	13	82.00	13
Solid Waste	Office Assistant	24 hours per week	Office Asst to replace current LTE	Grade F, Step 1 (current LTE \$14.00/hr)	\$26,328.79		10	9	11	16	15	12	12	85.00	14
District Attorney	Legal Assistant	Increase hours from 30 hrs/wk - 40 hrs/wk		Grade H, Step 4	\$31,017.35		13	16	9	17	12	11	8	86.00	15
District Attorney	Legal Secretary	Increase hours to FT		Grade G, Step 1	\$42,529.81		17	18	7	18	10	14	6	90.00	16
UW Extension	Administrative Assistant	Title Change from Administrative Assistant to Office Administrator/wage adjustment	Full Time Current Employee	Grade G, Step 4 to Grade I, Step 1	\$4,786.70		19	17	15	19	19	17	14	120.00	17


Total \$744,602.18 \$101,994.69

Human Resources Committee Meeting  
August 2, 2019



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Dan Drew  
Secretary Human Resources Committee



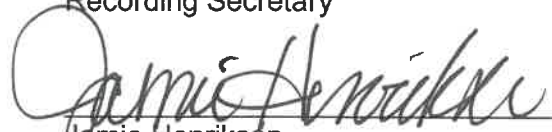
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JoAnn Wingers  
Secretary Human Resources Committee



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Jamie Henriksen  
Recording Secretary



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