

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Joint Human Resources and Executive Committees Minutes Wednesday, August 3, 2016

Executive Committee Members Present:

Vern Gove, Mary Cupery, Jim Foley, Kirk Konkell, JoAnn Wingers

Human Resources Committee Members Present:

Bruce Rashke, Adam Field, Matthew Rohrbeck, Dan Drew, Barry Pufahl,

Also in Attendance: Joseph Ruf, Amy Yamriska, Darrel Kuhl, Jane Kohlwey, Cory Wiegel, Susan Raimer, Judge Andrew Voigt, Dawn Woodard, Lyn Jerde-PDR

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

The HR meeting was called to order by HR Chair Bruce Rashke at 10:00 AM.

The Executive meeting was called to order by Executive Chair Vern Gove at 10:00 AM.

Meeting to review the 2017 Budget position requests.

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

Sheriff

Acting Chief Deputy/Captain Darrel Kuhl presented the 2017 position requests.

- Deputy Sheriff – new full time.
- Jail Lieutenant – new full time, internal promotion, will require replacement.
- Patrol Lieutenant – new full time, internal promotion, will require staff replacement.

Columbia Health Care Center (CHCC)

Amy Yamriska, CHCC Administrator, presented the 2017 position requests.

- Certified Nursing Assistant (CNA) night shift increase from \$.50 per hour to \$1.00 per hour.
- LTE Administrative Assistant part time 500 hours total.

Health and Human Services

Dawn Woodard, Health and Human Services Director, presented the 2017 position requests.

- Marketing and Outreach Worker – increase 37.5 to 40 hrs/wk. Cost covered by grant funding 1/1-10/31/17.
- Elderly Benefit Specialist (EBS) – increase 37.5 to 40 hrs/wk. Cost covered by grant funding 1/1-10/31/17.
- Division of Children & Families Supervisor – new full time.
- Drug Treatment Court Program Coordinator – new full time based on receiving grant funding.

The County will be required to provide a 25% match.

Clerk of Courts/District Attorney/Judicial Assistant/Register of Probate

Judge Andrew Voigt, Susan Raimer, Clerk of Courts and Jane Kohlwey, DA discussed the request to increase staff hours from 37.5 to 40 hours per week.

Joint Human Resources and Executive Meeting – August 3, 2016
Review of 2017 position requests

Department	Position	Request	Status	Range	Hours	RANK
Sheriff	Deputy	New position	Full time based on 40 hrs/wk	Sheriff Sworn	40	2
Sheriff	Patrol Lieutenant	New position (deputy replacement)	Full time Midnight shift	Grade M	40	3
Clerk of Courts and JAs	All positions	increase all positions to 40 hrs/wk	Full time	Grade G	37.5	4*
Register in Probate	All positions	increase all positions to 40 hrs/wk	Full time	Grade G, I	37.5	4*
Building & Grounds	Janitor Supervisor	New position	Full time 40 hrs/wk	Grade G Step 1	40	5
Building & Grounds	Janitor	New position	Full time 40 hrs/wk	Grade D Step 1	40	6 *
Building & Grounds	Janitor	New position	Full time 40 hrs/wk	Grade D Step 1	40	6 *
Building & Grounds	Janitor	New position	Full time 40 hrs/wk	Grade D Step 1	40	6 *
Building & Grounds	Janitor	PT Housekeeping Aide position to full time Janitor	Full time 40 hrs/wk	Grade D Step 1	40	6 *
Sheriff	Jail Lieutenant	New position (staff replacement)		Grade M	40	7
Health & Human Services - C&F	Children & Families Supervisor	New position	Full time 40 hrs/wk	Grade L Step 1	40	8

The following positions were all ranked # 1 because they are funded by grant dollars

Health & Human Services - ADRC	Marketing & Outreach Coord current employee	grant \$ 1/1 - 10/31 increase 37.5 to 40 hrs/wk	Full time 37.5 to 40 hrs/wk	Grade F Step 6	37.5	1 *
Health & Human Services - ADRC	Elderly Benefit Specialist current employee	grant \$ 1/1 - 10/31 increase 37.5 to 40 hrs/wk	Full time 37.5 to 40 hrs/wk	Grade H Step 5	37.5	1 *
Health Care Center	CNA Certified Nursing Asst	increase night shift differential from \$.50/hr to \$1.00/hr.	All employees classified as CNA	HCC- E	varies	1 *
Health Care Center	LTE Administrative Assistant	Medical record scanning project not to exceed 500 hours in 2017	Part time project employee	HCC-G Step 1	new position	1 *

The position will only be considered if grant funding is received - County match is 25%

Health & Human Services - Circuit Courts	Drug Treatment Court Program Coordinator	New position	Full time based on 37.5 hrs/wk	Grade J (study required)	37.5	approved only if grant \$'s are received - County match 25%
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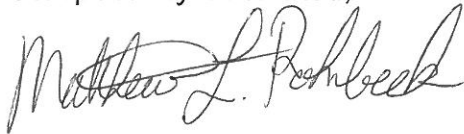
Positions in the District Attorney's Office will not be considered in the 2017 requests

District Attorney	All positions	increase positions to 40 hrs/wk	Full time	Grades G, H, I	37.5	Strike from requests
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Joint Human Resources and Executive Meeting – August 3, 2016
Review of 2017 position requests

Motion by Field to adjourn the Human Resources meeting at 12:25 PM, second by Drew.
Motion by Foley to adjourn the Executive Committee meeting 12:25 PM, second by Wingers.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



JoAnn Wingers
Executive Committee Secretary

Notice:

These "Draft" minutes have not been approved. They are the notes of the recorder and are subject to revisions or additions at a subsequent meeting of the Committee.