



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, August 5, 2016

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew

Absent: Matt Rohrbeck

Also in Attendance: Joseph Ruf, Vern Gove, Jim Stilson, Chris Hardy, Greg Kaminski, Dawn Woodard, Shonna Neary, Lyn Jerde-PDR

The meeting was called to order by Chairman Bruce Rashke at 8:00 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 July 1, 2016 HR Committee regular and closed session meeting minutes, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

The Department continues to work closely with Departments in recruitment and hiring. Department staff remains consistent.

SOLID WASTE

Greg Kaminski, Solid Waste Director, presented a request to continue an LTE Office position. This has been in the budget since 2015. Motion by Drew to approve the request, second by Field. Motion carried.

SHERIFF

Lieutenant Jim Stilson presented replacement requests for the following positions:

- Replacement request for a Jailer due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.
- Replacement request for a Jailer due to a termination during probation. Motion by Drew to approve the replacement request, second by Field. Motion carried.

HEALTH AND HUMAN SERVICES

Dawn Woodard, HHS Director, requested a replacement for the Behavioral Health and Long Term Support (BHLTS) Division Administrator due to a resignation. The request includes the option to negotiate additional vacation. This would require a change to the Policy and Procedures as currently wage placement is the only negotiable item at hire. Motion by Pufahl to approve the replacement request for the BHLTS Division Administrator, second by Drew. Motion carried. Discussion of current policy to determine how step increases and vacation time would work Countywide. Discussion of educational requirements and compensation qualifications related to various position and current requirements.

HIGHWAY

A request was submitted for review of step placement as it relates to an internal promotion. The Foreman classification is where the discrepancy occurred when the most recently promoted employee was compensated at a higher step than 2 Foremen who have been in the position longer. Discussion. Motion by Drew to approve the request moving the 2 Foremen to Step 4 effective at the beginning of the next payroll, August 7, 2016, second by Pufahl. Motion carried.

HUMAN RESOURCES (HR)

- Foreign language translation compensation pay will be tabled for a future meeting.

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- Employees hired in mid-2014 were placed in the new compensation plan and were not eligible to receive an increase for 1 year. 5 employees advanced to step 2 and 4 employees remained on step 1. Motion by Pufahl to authorize advancement of 4 employees hired in 2014 to their next step, second by Drew. Discussion. Motion carried.

- 2017 Human Resources budgets were reviewed and discussed. Shonna Neary presented the workers compensation budget with discussion of mod factor and claims experience. The mod factor which is based on 3 prior years' experience and a job ratings factor shift will increase in 2017. Discussion of culture and changes.

1970 – Workers Compensation (WC) budget. Motion by Field to approve the WC 2017 budget, second by Drew. Motion carried.

1431 – Human Resources (HR) budget. Motion by Pufahl to approve the HR 2017 budget, second by Field. Motion carried.

1271 – Safety budget. Motion by Drew to approve the Safety 2017 budget, second by Field. Motion carried.

1432 Unemployment (UC). Motion by Pufahl to approve the UC 2017 budget, second by Drew. Motion carried.

1433 Employee Retirement Payout Pool budget. Motion by Pufahl to approve the Retirement Payout Pool 2017 budget, second by Drew. Motion carried.

- 2017 Across the Board (ATB) cost of living increase to the employee Compensation Plan will be tabled until September when more data can be provided.

The next HR Committee meeting will be Friday, September 2, 2016 at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse. Chair Rashke will not be in attendance.

Motion by Filed to adjourn the meeting at 9:44 AM, second by Drew.

Respectfully Submitted,



Adam Field
Human Resources Committee Vice Chair



Jane Bescup
Recording Secretary