



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, August 7, 2020

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, JoAnn Wingers and James Foley

Also in Attendance: Vern Gove, Bob Koch, Chris Polzer, Nancy Long, Roger Brandner, Amy Yamriska, Katie Day, Lois Schepp, Chris Hardy, Cory Wiegel, Susan Lorenz, Greg Kaminski, Rebekka Cary, Brenda Yaskal, Joseph Ruf, III, Jodi Burmania, Jamie Henriksen and Nicole Aimone-PDR

The meeting was called to order by Chair Adam Field at 8:01 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Rohrbeck to approve the agenda, second by Foley. Motion carried.

Approval of Minutes

- o Motion by Foley to approve the minutes from the HR Committee meeting held on July 10, 2020, second by Wingers. Motion carried.
- o Motion by Foley to approve the minutes from the Joint meeting of the Information Services and Property Committee; Human Resources Committee; Executive Committee and Finance Committee held on July 15, 2020, second by Wingers. Motion carried 4-1 with Pufahl abstaining.

Approval of Expenditure Report

Motion to approve report by Foley, second by Wingers. Motion carried.

Health & Human Services

- Acting HHS Director, Katie Day, presented a position replacement request for a Public Health Nurse due to a resignation. Motion by Pufahl to approve the position replacement request for a Public Health Nurse, second by Wingers. Motion carried.
- Day also presented a position request to increase the hours for an Information & Assistance Specialist from 28.25 hrs/wk (75%) to 37.5 hrs/wk (100%) from 8/17/20-12/31/20. Motion by Pufahl to approve the position request contingent on available grant funding with the understanding that the extra hours will sunset if grant funding is not available, second by Wingers. Motion carried.

Sheriff

- Sheriff Brandner presented position descriptions for both a Patrol Captain and a Detective Captain. Motion by Pufahl to approve both position descriptions as presented, second by Rohrbeck. Motion carried.

Solid Waste

- Greg Kaminski, Solid Waste Director, presented a position description for a Drop-Off Site Attendant. Motion by Rohrbeck to approve the position description, second by Foley. Motion carried.
- Kaminski also presented a wage adjustment request for the Drop-Off Site Attendant from \$11.00/hr to \$14.00/hr. Motion by Wingers to approve the wage adjustment from \$11.00/hr to \$14.00/hr for the Drop-Off Site Attendant until the end of 2020, second by Foley. Motion carried.

UW Extension

- Joe Ruf presented a position request to decrease the hours for the vacant Administrative Assistant position from 37.5 hrs/wk to 25.0 hrs/wk from 8/31/20-12/31/20. Ruf also presented an updated position description for an Administrative Assistant. Motion by Wingers to table the position request and the updated position description, second by Foley. Motion carried.

Human Resources

- Ruf presented a proposed policy for FFCRA eligibility for field employees at the Highway and Transportation Department. Highway & Transportation Department field employees will be excluded from the FFCRA benefit during the winter months as they will be classified as “emergency responders,” but will be included in the FFCRA benefit during the summer months, when they are on a 4-10 hour day work schedule. Motion by Pufahl to approve the policy as presented, second by Wingers. Motion carried.
- Ruf also presented a proposal for COVID-19 Hazard Incentive pay focusing on the Columbia Health Care Center. Amy Yamriska, Director of the Columbia Health Care Center was able to provide more details of how this proposal would affect her budget. Discussion regarding different amounts of pay for the COVID Wing and for the Observation Wing employees.
 - Motion by Pufahl to issue \$5.00/hr starting 3/1/20 and continuing indefinitely to the employees who are working in the COVID Wing. Motion fails as no second.
 - Motion by Foley to compensate employees working in the COVID Wing \$5.00/hr and employees in the Observation Wing \$2.00/hr commencing 3/1/20 and continuing indefinitely. Second by Pufahl. Discussion. Pufahl withdrew his second to the motion. Foley withdrew his motion. Motion fails.
 - Motion by Rohrbeck to compensate employees working in the COVID Wing \$5.00/hr and employees in the Observation Wing \$2.00/hr commencing 3/1/20 thru 6/30/20 with the opportunity to review 7/1/20 thru 12/31/20 at the December 2020 Human Resources Committee Meeting, second by Wingers. Motion carried.
 - Motion by Pufahl to take no further action on the COVID-19 Hazard Incentive at this time, second by Wingers. Motion carried.
- Breanna Hellenbrand, M3 Broker, appeared via telephone and presented the health insurance rates for 2021. Columbia County had a rate cap of 6% for 2021 with Quartz. Quartz proposed a 3% increase for 2021. M3 was able to negotiate an increase of only 2%. Dental and vision rates to remain the same for 2021. Motion by Pufahl to approve the 2021 Health Insurance, Dental and Vision rates as presented, second by Rohrbeck. Motion carried.
- 2021 HR Budget was presented by Joe Ruf and Jodi Burmania, HR Program Manager.
 - Burmania presented the goals set but the HR Department for 2021. Motion by Wingers to approve the goals set by the HR Department as presented, second by Foley. Motion carried.
 - 1271 – Safety and Wellness. Motion to approve this line item as presented by Wingers, second by Foley. Motion carried.
 - 1431 – Human Resources. Motion by Pufahl to approve line item 1431 with the addition to direct HR to get to a 0% increase at the Finance Committee without wages and fringes, second by Wingers. Motion carried.
 - 1432 – Unemployment Control. Motion by Foley to approve line item 1432, second by Rohrbeck. Motion carried.
 - 1433 – Employee Retirement Payout Pool. Motion by Pufahl to approve line item 1433, second by Wingers. Motion carried.
 - 1970 – Workers Compensation Insurance. Lois Schepp, Comptroller, presented the Workers Compensation (WC) budget. Cost is based on the claims and annual mod rate as determined by the experience of the past 3 years. Motion by Pufahl to approve line item 1970 as presented, second by Rohrbeck. Motion carried.
 - 8000 – Capital Outlay. Motion by Wingers to approve line item 8000, second by Foley. Motion carried.
- Discussion by Ruf regarding the 2021 Across the Board (ATB) wage increase which could increase the Employee Compensation Schedule by a set percentage. Rohrbeck would like to see the last 5 years of ATBs. Motion by Pufahl to table the 2021 ATB until the September 2020 HR Committee Meeting, second by Wingers. Motion carried.

Human Resources Committee Meeting
August 7, 2020

The next HR Committee meeting is scheduled for Friday, September 4, 2020, at 8:00 AM at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:15 AM, second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary