



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Monday, August 8, 2022

Committee Members Present: Adam Field, Keith F. Miller, Char Holtan, Mike Weyh and Steven Rohrbeck
Also in Attendance: Denise J. Brusveen, Shonna Neary, Amy Yamriska, Chris Hardy, Kurt Calkins, Greg Kaminski, Selina Hooker, Melissa Burkhardt, Andrew O'Brion, Breanna Hellenbrand, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Vice Chair Miller at 3:00 p.m. 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 Holtan. Motion carried.

Approval of Minutes

Motion by Weyh to approve the July 11, 2022 Regular Human Resources Committee Meeting Minutes, second by Rohrbeck. Motion carried.

Motion by Weyh to approve the July 14, 2022 Joint Human Resources and Executive Committee Minutes, second by Holtan. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Weyh, second by Rohrbeck. Motion carried.

Accounting:

- Comptroller Shonna Neary presented a position replacement request for an Accounting Aide due to a resignation as the employee transferred to the Child Support Agency. Motion by Holtan to approve the position replacement request for an Accounting Aide, second by Weyh. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Ferry Operator due to a retirement. Motion by Holtan to approve the position replacement request for a Ferry Operator as presented, second by Weyh. Motion carried.
- Hardy presented a position replacement request for a Working Mechanics Foreman due to a resignation. Motion by Weyh to approve the position replacement request for a Working Mechanics Foreman as presented, second by Rohrbeck. Motion carried.
- Hardy presented a position replacement request for two Patrolman positions, both due to resignations. Motion by Holtan to approve both of the position replacement requests for Patrolman positions as presented, second by Weyh. Motion carried.

Planning & Zoning:

- Planning & Zoning/Land & Water Conservation Director, Kurt Calkins, presented a revised position description for a Zoning & Sanitary Specialist. Motion by Weyh to approve the revised position description for a Zoning & Sanitary Specialist as presented, second by Rohrbeck. Motion carried.

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- Calkins presented a position replacement request for a Zoning & Sanitary Specialist due to a termination. Motion by Weyh to approve the position replacement request for a Zoning & Sanitary Specialist as presented, second by Rohrbeck. Motion carried.

Solid Waste:

- Director of Solid Waste, Greg Kaminski presented a position replacement request for an Operations Supervisor (f/k/a an Operations Manager) due to a resignation. Motion by Weyh to approve the position replacement request for an Operations Supervisor as presented, second by Rohrbeck. Motion carried.
- HR Chair Adam Field joined the meeting at 3:14 p.m.
- Director of Solid Waste, Greg Kaminski, presented a request to revise the position of Operations Manager to an Operations Supervisor. Discussion. Motion by Miller to approve the request to revise the position of Operations Manager to an Operation Supervisor as presented, second by Weyh. Motion carried.
- Kaminski presented a position description for a Master Mechanic in the Solid Waste Department. Motion by Miller to approve the position description for a Master Mechanic in the Solid Waste Department as presented, second by Holtan. Motion carried.
- Kaminski presented a request to revise the position of a Maintenance Mechanic to a Master Mechanic. Motion by Weyh to approve the request to revise a position of a Maintenance Mechanic to a Master Mechanic as presented, second by Miller. Motion carried.
- Kaminski presented a position description for a Working Mechanics Foreman in the Solid Waste Department. Motion by Miller to approve the position description for a Working Mechanics Foreman in the Solid Waste Department as presented, second by Holtan. Motion carried.
- Kaminski presented a request to revise the position of a Maintenance Mechanic to a Working Mechanics Foreman. Motion by Miller to approve the request to revise a position of a Maintenance Mechanic to a Working Mechanics Foreman as presented, second by Weyh. Motion carried.
- Kaminski presented a request for authorization to hire an LTE Administrative Assistant. Motion by Miller to approve the request for authorization to hire an LTE Administrative Assistant in the Solid Waste Department as presented, second by Holtan. Motion carried.

Sheriff

- Joseph Ruf, III, Corporation Counsel/HR Director, presented a position replacement request for a Jailer due to a resignation. Motion by Weyh to approve the position replacement request for a Jailer as presented, second by Holtan. Motion carried.
- Ruf presented a position replacement request for a Deputy due to a resignation. Motion by Holtan to approve the position replacement request for a Deputy as presented, second by Miller. Motion carried.

Human Resources

- Joseph Ruf, III, presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy.
- Breanna Hellenbrand, M3 Broker, presented the health insurance rates for 2023. M3 worked with Quartz to establish a rate cap of 6% for 2023. Discussion. M3 recommended no changes to the dental and vision rates for 2023. The HR Committee took no action on this agenda item.
- 2023 HR Budget was presented by Joe Ruf, III and Jodi Burmania, HR Program Manager.
 - Burmania presented the goals set by the HR Department for 2023.
 - 1271 – Safety and Wellness. Motion to approve this line item as presented by Holtan, second by Weyh. Motion carried.
 - 1431 – Human Resources. Motion by Miller to approve line item 1431, second by Weyh. Motion carried.
 - 1432 – Unemployment Control. Motion by Weyh to approve line item 1432, second by Miller. Motion carried.

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- 1433 – Employee Retirement Payout Pool. Motion by Miller to approve line item 1433, second by Weyh. Motion carried.
- 1970 – Workers Compensation Insurance. Shonna Neary 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 Miller to approve line item 1970 as presented, second by Holtan. Motion carried.
- Discussion by Ruf and Burmania regarding the 2023 Across the Board (ATB) wage increase which could increase the Employee Compensation Schedule by a set percentage. Discussion. Committee took no action on this item.

CLOSED SESSION

Motion by Miller to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Compensation Review – Paralegals; Compensation Review – Legal Secretary; Compensation Review – Financial Clerk; Employee Sign-On Bonus – Director of Nursing; Employee Grievance; Employee Prohibited Conduct Complaint]. Second by Holtan. Committee roll call to go into closed session was unanimous. Committee went into closed session at 4:27 p.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Weyh. The Committee returned to open session at 6:07 p.m.

Action on Closed Session Items:

- Motion by Holtan to approve what was discussed and presented in closed session regarding the Employee Sign-On Bonus – Director of Nursing, second by Miller. Motion carried
- Motion by Miller to adopt the compensation that was discussed and presented in closed session regarding the Child Support Compensation Reviews for the Paralegals, Legal Secretary, and for the Financial Clerk, second by Holtan. Motion carried.
- Motion by Field to deny the grievance as presented in closed session. Second by Weyh. Motion carried 4-0, with Miller abstaining.
- Motion by Field to support the decision made by the Human Resources Department regarding the Employee Prohibited Conduct Complaint that was presented in closed session, second by Weyh. Motion carried 5-0.

The next HR Committee meeting will be Monday, September 12, 2022, at 4:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 6:12 p.m., second by Weyh. Motion carried.

Respectfully Submitted,



Adam R. Field
Human Resources Committee Chair



Jamie Henriksen
Recording Secretary