



## Columbia County Human Resources Committee Minutes Friday, September 2, 2016

Committee Members Present: Adam Field, Matt Rohrbeck, Barry Pufahl, Dan Drew,

Absent: Bruce Rashke - excused

Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Gretchen Halvorsen, Becky Mulhern, Karen Nelson

The meeting was called to order by Vice Chair Adam Field 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 August 5, 2016 HR Committee regular meeting minutes, second by Drew. Motion carried.

### Approval of Expenditure Report

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

### General Review of Department Activities

Discussion of hiring, skills required for positions and the challenges of a competitive market place.

### **SHERIFF**

Joe Ruf provided an update on the 12 hour shifts which began as on a trial basis last year for Columbia County Jail employees.

### **HEALTH AND HUMAN SERVICES**

Becky Mulhern presented several replacement requests.

- Social Worker replacement due to an internal promotion. Motion by Pufahl to approve the replacement of a Social Worker, second by Drew. Motion carried.

- Information and Assistant (I&A) Specialist replacement request due to a resignation for a full time position in an adjoining County. This position is 50% based on 37.5 hours per week. Motion by Drew to approved the replacement request at 50% for the I&A Specialist, second by Pufahl. Motion carried.

- Request to increase hours for the 4 Social Workers in the ADRC. The cost would be absorbed by the I&A Specialist part time vacancy. Discussion. Motion by Pufahl to approve the increase of hours from 37.5 to 40 hours per week until an I&A Specialist is hired or through December 31, 2016, second by Drew. Motion carried.

### **HIGHWAY**

Replacement request presented for an Equipment Operator due to a retirement. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.

### **UW EXTENSION**

Karen Nelson, 4-H Youth Development Educator and Department Head, presented a replacement request for a 4-H Program Assistant. The position, which is 60%, is a contract reviewed annually with funding split between the State (30%) and County (70%). They will be looking back on the previous recruitment to fill the vacancy. Discussion. Motion by Pufahl to approve the request on the condition that Extension will bring it back to the Committee based on the potential of future funding reductions by the UW System that could affect funding, second by Drew. Motion carried.

**HUMAN RESOURCES (HR)**

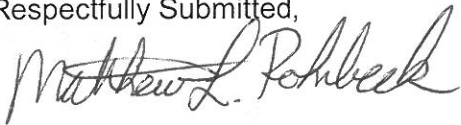
- Information was presented on the Holiday schedule for 2016. Two (2) holidays fall on Saturday (12/24/16 and 12/31/16) and Sunday (12/25/16 and 1/1/17). The Policies and Procedures state if a holiday falls on Saturday the County will be recognized the holiday on the preceding Friday (12/23/16 and 12/30/16); Sunday holidays will be recognized on the following Monday (12/26/16 and 1/2/17).
- The foreign language translation compensation pay amendment will be placed on the October agenda.
- The amendment for revision of the Operations Manual and Policies and Procedures authorizing the HR Director to negotiate vacation for new employees hired in a middle management position will be placed on the October agenda.
- 2017 Across the Board (ATB) cost of living increase to the employee Compensation Plan will be tabled until a later date when the financial impact can be presented.

A special HR meeting will be scheduled on Wednesday, September 28, 2016 at 4:00 PM in the Columbia County Chairman's Office. This meeting will focus on employee health insurance benefits and compensation.

The next HR Committee meeting will be Friday, October 7, 2016 at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 9:34 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary