



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, September 7, 2018

Committee Members Present: Bruce Rashke, Adam Field, Matthew Rohrbeck, Dan Drew, Barry Pufahl
Also in Attendance: Joseph Ruf, Vern Gove, Dawn Woodard, Clint Starks, Dennis Richards, Roger Brandner, Darrel Kuhl, Mark Zimmerman, Patrick Glynn – Carlson Dettmann

The meeting was called to order by Chair Bruce Rashke at 8:02 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Drew to approve the agenda, second by Field. Motion carried.

Approval of Minutes

Motion by Field to approve meeting minutes from August 3 and August 17, 2018, second by Drew. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

Review of 2018 budget analysis year to date.

DISTRICT ATTORNEY

- Jane Kohlwey, DA, requested replacement of a full time Legal Secretary due to a resignation. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.
- Request to temporarily increase a part time Legal Secretary (18.75 hrs./wk.) to full time until a full time employee can be hired. Motion by Pufahl to approve the temporary increase until the date of hire plus an additional 3 days or 2 months whichever comes first, second by Drew. Motion carried.

SHERIFF

Sheriff Dennis Richards presented the following requests.

- Replacement of a Jailer due to a resignation. Motion by Field, to approve the request, second by Drew. Motion carried.
- Review job description for Jail Nurse – Health Care Service Administrator. Discussion. Motion by Pufahl to approve the job description as presented, second by Field. Motion carried.
- Review of job description for a Jail Nurse. Discussion. Motion by Pufahl to approved the job description as presented, second by Drew. Motion carried.
- Sheriff Dennis Richards hired a Jail Nurse/Health Care Service Administrator and Jail Nurse classified as a 90 day emergency appointment to continue providing medical care to staff the Jail facility.
- Request to hire a Jail Nurse/Health Care Service Administrator full time. Discussion. Motion by Rohrbeck to table pending review by Carlson Dettmann Consulting for placement in the compensation schedule. Motion carried.
- Request to hire a Jail Nurse full time. This request would be in place of a contracted nursing position. Discussion. Motion by Rohrbeck to table the request pending review. Motion carried.

HEALTH AND HUMAN SERVICES (HHS)

Dawn Woodard, HHS Director, presented several requests for review and approval.

- Replacement request for a Social Worker in the Division of Behavioral Health and Long Term Support due to an internal transfer. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.
- Review of revisions to the job description for the Division Administrator of Support Services.

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Discussion. Motion by Pufahl to approve the revisions as presented, second by Field. Motion carried.

- Review of the job description to combine the positions of Crisis Program Coordinator and Medication Assisted Recovery Coordinator to Crisis and AoDA Program Coordinator. A current staff person will be assigned to this position. Discussion. Motion by Drew to approve the revisions as presented, second by Pufahl. Motion carried.

HIGHWAY

Chris Hardy, PE Highway Commissioner, presented a replacement request for a Master Mechanic due to a retirement. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.

LAND & WATER (L&W)/PLANNING & ZONING (P&Z)

Kurt Calkins, Director L&W Conservation and P&Z, presented the following requests.

- L&W Administrative Secretary increase in hours from 37.5 to 40 hrs/wk. The change provides continuity for staff all working the same hours per week within the merged L&W/P&Z Departments. Motion by Drew to approve the increase in hours as presented, second by Rohrbeck. Pufahl abstained. Motion carried.

- Review of the job description to combine the positions of Land Use Specialist and Planning Administrator to Principal Land Use Planner. A current staff person will be assigned to this position. Discussion. Motion by Rohrbeck to approve the revisions as presented, second by Pufahl. Motion carried.

HUMAN RESOURCES

- Carlson Dettmann Consultants (CDC), Senior Consultant Patrick Glynn, discussed the market Comparable information. Discussion of information, current structure, market adjustment and how to proceed.

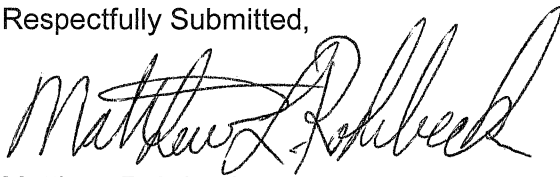
- Chair Rashke had another obligation and left the meeting at 10:45 AM, Vice Chair Adam Field chaired the remainder of the meeting.

- Further discussion of the options and desires of the Committee to move forward with the compensation plan update. CDC will provide information as requested. The Committee will address the specific positions at a special meeting on Friday, September 14, 2018.

The next HR Committee meeting is scheduled for Friday, October 5, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 11:15 AM, second by Drew. Motion carried.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary