



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Monday, September 12, 2022

Committee Members Present: Adam Field, Keith F. Miller, Char Holtan, Mike Weyh and Steven Rohrbeck
Also in Attendance: Denise J. Brusveen, Douglas Richmond, Liz Miller, John A. Stevenson, Roger Brandner, Shonna Neary, Heather Gove, David Drews, Chris Hardy, Kurt Calkins, Greg Kaminski, Jason Willemarck, Julie Kayartz, Melissa Burkhardt, Breanna Hellenbrand, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 4:01 p.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Holtan to approve the agenda, second by Weyh. Motion carried.

Approval of Minutes

Motion by Miller to approve the August 8, 2022 Regular Human Resources Committee Meeting Minutes, second by Holtan. Discussion. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Field, second by Holtan. Motion carried.

Management Information Services:

- David Drews, MIS Director, presented a position replacement request for an Infrastructure Support Specialist III due to a resignation. Motion by Miller to approve the position replacement request for an Infrastructure Support Specialist III as presented, second by Weyh. Motion carried.

Facilities Management:

- Director of Facilities Management, Jason Willemarck, presented two position replacement requests for Janitors, one due to a resignation and one due to a retirement. Motion by Miller to approve both of the position replacement requests for Janitors as presented, second by Rohrbeck. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, presented a position request to increase hours for the ADRC Elder Benefit Specialist ("EBS") position from 37.5 per week to 40.0 per week from October 15, 2022 through December 7, 2022. This increase in hours will allow the EBS to assist the elderly population during their open enrollment time period and is grant funded. Motion by Miller to approve the increase in hours from 37.5 per week to 40.0 per week for the EBS position as presented, second by Holtan. Motion carried.
- Gove presented a position replacement request for a Social Worker in the DCF unit due to a resignation and one in the BHLTS division also due to a resignation. Motion by Miller to approve both of the position replacement requests for Social Workers, second by Holtan. Discussion. Motion carried.
- Gove presented a position replacement request for a Children & Families Supervisor due to a resignation. Motion by Weyh to approve the position replacement request for a Children & Families Supervisor, second by Miller. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, presented a Resolution – Revision to the Personnel Manual for Management – Special Provisions for the Highway and Transportation Department – On-Call and Call-In Pay for Managerial Employees. Discussion. Motion by Miller to approve the resolution as presented, second by Holtan. Motion carried.
- Hardy presented Revisions to the General Employee Handbook – Special Provisions for the Highway and Transportation Department – Additional Special Provisions for Field Employees – Purchase and Use of Safety Equipment. Discussion. Motion by Weyh to approve the revisions as presented, second by Miller. Motion carried.
- Hardy presented a request to increase the number of winter LTE positions from (4) to (8). Discussion. Motion by Weyh to approve increasing the number of winter LTE positions from (4) to (8) as presented, second by Miller. Motion carried.
- Hardy presented a request for an authorization to hire an LTE Admin Filing Assistant. Discussion. Motion by Miller to approve the authorization to hire an LTE Admin Filing Assistant as presented, second by Holtan. Motion carried 4-1, with Field opposed.

Planning & Zoning:

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

Sheriff:

- Sheriff Roger Brandner presented a position replacement request for a Jail Nurse RN due to a resignation. Motion by Miller to approve the position replacement request for a Jail Nurse RN as presented, second by Holtan. Motion carried.
- Sheriff Brandner presented a position replacement request for a Jailer due to a resignation. Motion by Miller to approve the position replacement request for a Jailer as presented, second by Holtan. Motion carried.
- Sheriff Brandner presented a position replacement request for a Deputy due to a resignation. Motion by Miller to approve the position replacement request for a Deputy as presented, second by Holtan. Motion carried.

Solid Waste:

- Solid Waste Director, Greg Kaminski, presented Revisions to the General Employee Handbook – Special Provisions for the Highway and Transportation Department – Additional Special Provisions for Field Employees – Purchase and Use of Safety Equipment. Discussion. Motion by Miller to approve the revisions as presented, second by Holtan. Motion carried.

Human Resources

- Joseph Ruf, III, Corporation Counsel/HR Director, 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. Columbia County had a rate cap of 6% for 2023 with Quartz. Discussion regarding raising deductibles or reducing the percentage that the County contributes. Dental and vision rates to remain the same for 2023. Motion

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by Miller to increase the deductibles from the current \$250 single/\$500 family to \$750 single/\$1500 family, motion dies as no second. Motion by Field to increase the deductibles from the current \$250 single/\$500 family to \$500 single/\$1000 family for health insurance for 2023, second by Weyh. Motion carried.

- Supervisor Rohrbeck departed at 5:16 p.m.
- Discussion by Jodi Burmania, HR Program Manager, and Ruf regarding the 2023 Across the Board (ATB) wage increase which would increase the Employee Compensation Schedule by a set percentage. Motion by Field to recommend an up to 2% increase to the County Compensation Schedule, second by Miller. Motion carried 4-0.
- Discussion by Burmania and Ruf regarding the need for a County-wide compensation study. Discussion. The HR Committee took no action on this item.
- Burmania and Ruf presented a revision to the General Employee Handbook under the Grievance Procedure to remove the use of a Grievance Form. Discussion. Motion by Miller to accept the change to the General Employee Handbook as presented, second by Holtan. Motion carried.

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 – LWCD Resource Management Specialist; Employee Grievance; Employee Unpaid Leave of Absence Requests (2); Donated Sick Leave Requests (2)]. Second by Holtan. Committee roll call to go into closed session was unanimous. Committee went into closed session at 5:49 p.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Holtan. The Committee returned to open session at 6:54 p.m.

Action on Closed Session Items:

- Motion by Weyh to adopt the compensation that was discussed and presented in closed session regarding the Land & Water Conservation Department Compensation Review for the LWCS Resource Management Specialist, second by Miller. Motion carried.
- Motion by Miller to deny the unpaid leave of absence request for the first employee as presented. Second by Weyh. Motion carried.
- Motion by Field to approve the unpaid leave of absence request for the second employee as presented. Second by Weyh. Motion carried.
- Motion by Field to approve the donated sick time request for the first employee as presented for up to 64 hours. Second by Holtan. Motion carried 3-1 with Miller opposed.
- Motion by Holtan to approve the donated sick time request the second employee as presented for up to 220 hours. Second by Miller. Motion carried.
- Motion by Miller to deny the grievance as presented in closed session. Second by Weyh. Motion carried 4-0.

The next HR Committee meeting will be Monday, October 10, 2022, at 4:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 7:00 p.m., second by Field. Motion carried.

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Respectfully Submitted,



Steven Rohrbeck
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary