



COLUMBIA COUNTY

Board of Supervisors

112 East Edgewater Street
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: www.co.columbia.wi.us

Columbia County Human Resources Committee Minutes Friday, October 1, 2021

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

Committee Members Absent: James Foley

Also in Attendance: Vern Gove, Heather Gove, Chris Hardy, Bob Lambert, Kurt Calkins, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

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

Approval of Agenda

Motion by Wingers to approve the agenda, second by Pufahl. Motion carried.

Approval of Minutes

Motion by Pufahl to approve: September 3, 2021 Regular Human Resources Committee Meeting Minutes, second by Wingers. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Pufahl, second by Wingers. Motion carried.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented revisions to position descriptions for the following positions: Equipment Operator, Ferry Mechanic, Foreman, Master Mechanic, Patrol Superintendent, and Patrolman. Motion by Pufahl to approve all of the position descriptions as presented, second by Wingers. Motion carried.

Supervisor Matthew Rohrbeck joined the meeting at 8:06 a.m.

- Hardy presented a position replacement request for a Patrolman due to a resignation. Motion by Wingers to approve the position replacement request for a Patrolman, second by Pufahl. Motion carried.

Facilities Management

- Acting Director of Facilities Management, Bob Lambert, presented a position description for a Janitorial Crew Leader. Lambert also presented a position revision request to promote a current Janitor to a Janitorial Crew Leader. Motion by Wingers to approve both the position description for a Janitorial Crew Leader as presented and the position revision request to move a current Janitor to a Janitorial Crew Leader, second by Pufahl. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, presented a position revision request for the Division Administrator of Public Health/Public Health Officer to receive call-in pay. Discussion. Motion by Rohrbeck to approve the position revision request for the Public Health Officer to receive call-in pay during the pandemic, using the federal funding available, as presented, second by Wingers. Motion carried.

Human Resources Committee Meeting
September 3, 2021

- Heather Gove presented a request to increase hours for the ADRC Adult Protective Services (“APS”) Social Worker position from 37.5 per week to 40.0 per week until the additional APS Social Worker vacancy is filled. The hours for this position will return to 37.5 hours per week once another APS Social Worker is hired. Motion by Pufahl to approve the increase in hours from 37.5 per week to 40.0 per week for the current APS Social Worker until an additional APS Social Worker is hired, second by Wingers. Motion carried.
- Heather Gove presented a request to increase hours for the ADRC Elder Benefit Specialist (“EBS”) position from 37.5 per week to 40.0 per week from October 17, 2021 through December 3, 2021. 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 Wingers to approve the increase in hours from 37.5 per week to 40.0 per week for the EBS position as presented, second by Pufahl. Motion carried.
- Heather Gove presented a position replacement request for a Social Worker in the DCF unit due to a resignation. Motion by Pufahl to approve the position replacement request for a Social Worker, second by Rohrbeck. Motion carried.

Planning & Zoning

- Director of Land & Water and Planning & Zoning, Kurt Calkins, presented a remote work request for one of his employees. Motion by Field to deny the remote work request, second by Rohrbeck. Motion carried.

Sheriff

- Joseph Ruf III, Corporation Counsel/HR Director, reported to the Committee that the employee that submitted their resignation decided to rescind their resignation. There is no further action needed on this item.

Human Resources

- Ruf presented a general review of the HR Department activities. Hiring continues and the last Finance Committee Meeting was yesterday preparing the final budget to be presented and voted on by the County Board in November.
- Human Resources Program Manager, Jodi Burmania, presented an update to the process of offering other voluntary benefits to employees. The HR Team will be sending out information to all employees soon with instructions on the next steps in this process. This was an informational item only.

CLOSED SESSION

Motion by Pufahl 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 [Employee Donated Sick Time Requests (2)]. Second by Wingers. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:54 a.m.

OPEN SESSION

Motion by Wingers to return to open session. Second by Pufahl. The Committee returned to open session at 9:24 a.m.

Human Resources (from closed session)


- Motion by Rohrbeck to approve the donated sick time request for the Planning and Zoning employee and to deny the sick time donation request for the Highway & Transportation employee as presented. Second by Wingers. Motion carried.

Human Resources Committee Meeting
September 3, 2021

The next HR Committee meeting is scheduled for Friday, November 5, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Wingers to adjourn the meeting at 9:25 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary