

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, October 5, 2018

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl

Excused absence: Matthew Rohrbeck, Dan Drew

Also in Attendance: Joseph Ruf, Vern Gove, Dawn Woodard, Roger Brandner, Jim Stilson, Lois Schepp, Greg Kaminski, Cory Wiegel, Chris Hardy, Stacy Davenport

The meeting was called to order by Chair Bruce Rashke 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, second by Field. Motion carried.

Approval of Minutes

Motion by Field to approve meeting minutes from September 7 and September 14, 2018, second by Pufahl. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

Review of 2018 budget analysis year to date.

ACCOUNTING

Lois Schepp, Comptroller, discussed the compensation adjustment for an internal promotion from Accountant I (40 hrs./wk.) to Senior Staff Accountant (37.5 hrs./wk.). Step placement and hours were discussed. Motion by Pufahl to compensate the employee in Grade J on Step 4 and increase from 37.5 to 40 hours per week, second by Field. Motion carried.

SHERIFF

Lieutenant Roger Brandner and Jim Stilson addressed the following:

- Position replacement request presented for the Jail Nurse/Health Care Services Administrator due to a retirement. The hiring process concluded and the position was filled by an emergency/temporary appointment by the Sheriff. Discussion. The position is currently compensated in Grade L. Carlson Dettmann placed it in Grade K. Motion by Field to place the current employee in a Grade K classification at a step that does not cause a decrease in pay, second by Pufahl. Motion carried.
- Request to hire a Jail Nurse full time to replace the current contracted employee. Discussion of savings and the ability to internally provide services that would otherwise require transportation out of the Jail to a medical facility. Motion by Pufahl to approve the conversion from contracted Jail Nurse to a full time employee compensated in Grade J, second by Rashke. Motion carried.
- Position replacement request for a Dispatcher due to a resignation. Motion by Pufahl to approve the replacement request, second by Field. Motion carried unanimously.

HIGHWAY

Chris Hardy, PE, Highway Commissioner, presented a replacement request for 3 Highway Maintenance Workers (HMW). Motion by Field to approve the requests, second by Pufahl. Motion carried.

HEALTH CARE CENTER

Replacement request for the Director of Environmental Services due to a resignation. Motion by Field to approve the replacement request, second by Pufahl. Motion carried.

BUILDING AND GROUNDS (B&G)

Replacement request presented by Cory Wiegel, B&G Director, for a Janitor due to a retirement. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.

Human Resources Committee Meeting
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HEALTH AND HUMAN SERVICES (HHS)

Discussion on Fair Labor Standards Act (FLSA) at HHS. The issue is related to overtime accumulation and payout. The review currently involves 2 positions who both supervise staff. Discussion. The Committee took no action requesting that review and recommendation be made by a Carlson Dettmann study.

SOLID WASTE

- Greg Kaminski, Solid Waste Director, requested review of the job description for the Director position. Discussion. Motion by Field to approve the changes to the job description with Committee modifications that reflect the duties of the position, second by Field. Motion carried.

- Replacement request for a Truck Driver due to a resignation. Motion by Pufahl to approve the replacement request, second by Field. Motion carried.

HUMAN RESOURCES

Joseph Ruf informed the Committee the employee Health Insurance will increase 7.9% for 2019.

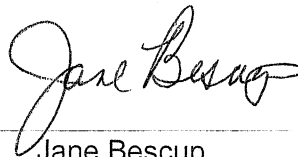
The next HR Committee meeting is scheduled for Friday, November 2, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Field to adjourn the meeting at 9:40 AM, second by Pufahl. Motion carried.

Respectfully Submitted,



Adam Field
Vice Chair Human Resources Committee



Jane Bescup
Recording Secretary