



# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, October 7, 2016

Committee Members Present: Bruce Rashke, Adam Field, Matt Rohrbeck, Barry Pufahl, Dan Drew,  
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, Greg Kaminski, Amy Yamriska, Dawn Woodard,  
Judge Todd Hepler

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 as presented, second by Field. Motion carried.

### Approval of Minutes

Motion by Drew to approve 3 sets of minutes, August 3, 2016 Joint Executive and HR Committee meeting minutes, September 2, 2016 HR regular meeting minutes, and the September 28, 2016 HR special meeting minutes, second by Field. Motion carried.

### Approval of Expenditure Report

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

### General Review of Department Activities

Health Insurance premium final details with dental and vision rates included. Hiring process continues with recruitment for vacancies and new 2017 positions.

### **SOLID WASTE**

- Greg Kaminski, Solid Waste Director, requested an increase from \$8.00 to \$10.00 per hour for Limited Term Employees (LTE) and Huber personnel. Discussion of finding and retaining personnel in this category, competition when seasonal work is available and the labor intensive work generating revenue. Motion by Pufahl to approve increasing wages from \$8.00 to \$10.00 per hour with the option to increase to \$11.00 if deemed necessary, second by Drew. Motion carried.
- Request to adjust the Holiday schedule for garbage and recycling pick up over the 2016 Christmas and New Years' holidays. Kaminski stated that this is one of the busiest 2 week periods annually with private haulers and the public utilizing the facility for recyclables and garbage. Motion by Field to follow the current Policy and Procedures which states "overtime must be authorized by the employee's department head or his/her designee". Employees who work the designated holiday will be compensated at 1.5 times their base hourly rate and will decline holiday time off in exchange for the overtime pay, second by Drew. Motion carried.

### **HEALTH AND HUMAN SERVICES (HHS)**

Dawn Woodard, HHS Director, presented several requests.

- The grant was received for the Drug Treatment Court Coordinator and the job description was presented for review. Judge Todd Hepler distributed information and explained how services would be provided to clients. It is estimated that about 20 people will be served by the program. Motion by Pufahl to approve the job description as presented, second by Rohrbeck. Motion carried.
- Presentation of changes to the OWI Treatment Court Coordinator job description. Motion by Pufahl to approve the job description with changes as presented, second by Field. Motion carried.
- Request for donated sick time for an employee is not eligible for FMLA related to employment duration. The medical diagnosis qualifies as a serious illness requiring on going care and treatment. Joe Ruf explained the process for donation of sick time. Motion by Pufahl to approve the request for donated sick time, second by Rohrbeck. Motion carried.

Human Resources Committee Meeting

October 7, 2016

**HIGHWAY**

Motion by Pufahl to table the Highway Department Staffing plan until the November meeting, second by Field.

**CIRCUIT COURT BRANCH I**

Judge Todd Hepler presented a replacement request for a Judicial Assistant in Branch I due to a resignation.

Motion by Field to approve the replacement request, second by Drew. Motion carried.

**HEALTH CARE CENTER**

Amy Yamriska, Health Care Center Administrator, presented a request to combine the positions of Director of Facility Engineering and the Director of Environmental Services. Presentation of the job description merging the positions and discussion of the respective duties and responsibilities. Motion by Field to approve combining the 2 positions and the job description as presented, second by Drew. Motion carried.

**HUMAN RESOURCES (HR)**

- Motion by Pufahl to approve the amendment to compensate foreign language translation compensation at \$5.00 per hour above base pay rate, second by Field. Motion carried.

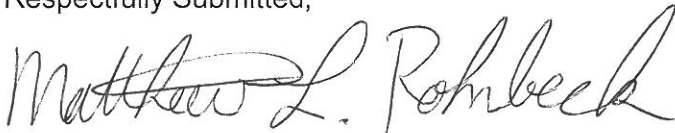
- Discussion of the amendment revising the Operations Manual and Policies and Procedures authorizing the HR Director and Department Head to negotiate vacation for new employees hired in middle management positions. Discussion of progression through the vacation schedule and the compensation plan. Motion by Drew to table until the November meeting revising the draft for presentation and discussion, second by Field. Motion carried.

- The Committee reviewed the total health insurance premium cost for 2017 with the vision and dental rates included. The Finance Committee reviewed the rates as part of the overall 2017 budget process. The HR Committee had proposed increasing the employer/employee split from 90/10 to 85/15. Calculation results showed a greater impact than originally anticipated to the employee monthly premium. Discussion. Motion by Drew to authorize an 88/12 employer/employee premium split for 2017 and to continue the same in 2018, second by Rohrbeck. Motion by Pufahl to amend the motion recommending a move to an 85/15 split in the future, second by Field. Motion carried, Drew opposed.

The next HR Committee meeting will be Friday, November 4, 2016 at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 9:48 AM, second by Field.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary