

COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Monday, October 10, 2022

Committee Members Present: Adam Field, Keith F. Miller, Char Holtan and Steven Rohrbeck

Excused Absence: Mike Weyh

Also in Attendance: Denise J. Brusveen, Greg Bisch, Heather Gove, Chris Hardy, Greg Kaminski, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 4:00 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 Miller. Motion carried.

Approval of Minutes

Motion by Miller to approve the September 12, 2022 Regular Human Resources Committee Meeting Minutes, second by Rohrbeck. Discussion. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

Health & Human Services:

- Gove presented a position replacement request for an Economic Support Specialist due to a termination. Motion by Miller to approve the replacement request for an Economic Support Specialist, second by Holtan. Motion carried.
- Gove presented a position replacement request for a Public Health Nurse Supervisor due to a resignation. Motion by Miller to approve the position replacement request for a Public Health Nurse Supervisor, second by Holtan. Motion carried.

Highway & Transportation:

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Program and Project Manager due to a resignation. Motion by Miller to approve the position replacement request for a Program and Project Manager, second by Holtan. Motion carried.
- Hardy presented options to comply with new US DOT CDL certification requirements. As the department already struggles to recruit applicants, one of the solutions was to create a position for a Patrolman to act as a CDL Trainer, who will assist new employees without CDLs to obtain their CDL, while utilizing the Entry Level Driver Training ("ELDT") Program. Motion by Miller to adopt the CDL training program as presented, second by Holtan. Motion carried.
- Hardy presented options for a solution to hire Master Mechanics as the department struggles to recruit skilled applicants at the current pay rates to fill vacancies. Hardy will be providing additional information to the Highway and Transportation Committee in November and will plan to present their selection at the November 2022 Human Resources Committee Meeting. This was an informational item only.

Sheriff:

- Chief Deputy Greg Bisch presented a position replacement request for a Deputy due to a resignation. Bisch also presented two position replacement requests for Dispatchers, one due to a resignation and one due to retirement. Motion by Miller to approve all three of the position replacement requests, one for a Deputy and two for Dispatchers as presented, second by Rohrbeck. Motion carried.

Solid Waste:

- Solid Waste Director, Greg Kaminski, presented a position replacement request for a Truck Driver due to a termination. Motion by Miller to approve the position replacement request for a Truck Driver as presented, second by Holtan. Motion carried.

Medical Examiner:

- Corporation Counsel/Human Resources Director, Joseph Ruf, III, presented a request for authorization to hire an LTE to help with the workload in the Medical Examiner's Office. Motion by Miller to approve the request for authorization to hire an LTE in the Medical Examiner's Office for up to forty (40.0) hours per week until they reach 1200 hours, retroactive to August 26, 2022, second by Holtan. Motion carried.

CLOSED SESSION

Motion by Holtan 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 – HHS Aide; Compensation Review – Division Administrator of Behavioral Health & Long-Term Support; Compensation Review – Division Administrator of Economic Support; Benefits Adjustment of Salaried HHS Management Staff; Medical Examiner's Office Management and Organization]. Second by Miller. Committee roll call to go into closed session was unanimous. Committee went into closed session at 5:17 p.m.

OPEN SESSION

Motion by Miller to return to open session. Second by Rohrbeck. The Committee returned to open session at 5:55 p.m.

Action on Closed Session Items:

- Motion by Miller to adopt the compensation that was discussed and presented in closed session regarding the Compensation Review for the HHS Aide, the Division Administrator of Behavioral Health & Long-Term Support, and the Division Administrator of Economic Support, second by Holtan. Motion carried.
- Motion by Field to approve the benefit adjustment of salaried HHS Management Staff as recommended by the department head, as presented in closed session. Second by Miller. Motion carried.
- Motion by Field to adopt the compensation that was discussed and presented in closed session regarding the Medical Examiner's Office staff retroactive to August 26, 2022, second by Holtan. Motion carried.

Human Resources

- Joseph Ruf, III presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy. Open enrollment starts at the end of this week. HR Staff will be sending

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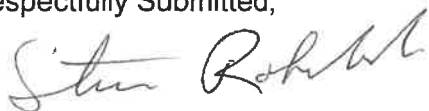
out emails and videos with expected changes in 2023. Ruf also provided a brief description of all of the proposed changes to the 2023 Columbia County Budget as decided by the Finance Committee.

- Discussion by Jodi Burmania, HR Program Manager, and Ruf regarding the 2023-2024 Sheriff's Sworn Union Contract. Discussion. Motion by Miller to support the proposed changes as presented, second by Field. Motion carried.

The next HR Committee meeting will be Monday, November 14, 2022, at 4:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Holtan to adjourn the meeting at 6:21 p.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Steven Rohrbeck
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary