



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Human Resources Committee Minutes Friday, November 1, 2019**

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck  
Also in Attendance: Vern Gove, James Foley, Tom Borgkvist, Susanna Bradley, Nancy Long, Kevin Kessler, Sheriff Roger Brandner, Jason Kocovsky, Lois Schepp, Katie Day, Susan Lorenz, Becky Mulhern, Carol Sjoblom, Sara Berger, Jessica Hale, Joseph Ruf and Jamie Henriksen

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

### Approval of Minutes

Motion by Pufahl to approve meeting minutes from October 4, 2019, second by Field. Motion carried.

### Approval of Expenditure Report

Motion to approve report by Pufahl, second by Rohrbeck. Motion carried.

### Accounting

- Lois Schepp, Comptroller, presented a position replacement request for an Accounting Assistant at Health & Human Services due to a resignation. She proposed an increase in hours from 37.5/week to 40/week for this position. Motion by Drew to approve the position replacement request for an Accounting Assistant with an increase to 40 hours per week, second by Drew. Motion carried.

### Sheriff

- Sheriff Brandner presented a proposal to update the position description for a Patrol Sergeant. Motion by Pufahl to approve the updated position description, second by Drew. Motion carried.
- Sheriff Brandner presented a position replacement request for a Dispatcher due to a resignation. Motion by Pufahl to approve the position replacement request for a Dispatcher, second by Field. Motion carried.
- Sheriff Brandner presented a position replacement request for a Deputy due to the resignation of a Patrol Lieutenant. Motion by Drew to approve the position replacement request for a Deputy, second by Rohrbeck. Motion carried.

### Health & Human Services

- Becky Mulhern, ADRC Director, presented a 2020 position replacement request for a part time Transportation Clerk (ADRC). She stated this position will be funded by a grant and also an increase to the cost of mileage for clients to use our transportation services. Rohrbeck asked that the position replacement request be updated to reflect that this position will be grant funded. Motion by Pufahl to approve the position replacement request for a part time Transportation Clerk (ADRC), second by Drew. Motion carried.
- Katie Day, Acting HHS Director and Susan Lorenz, Division of Health Administrator, presented a 2020 request to increase hours for a Registered Dietetic Technician from 33.75 hrs/wk to 37.5 hrs/wk. The additional hours are grant funded and will sunset if the grant ends. This increase in hours will need to be reviewed for the 2021 budget. Motion by Drew to approve the 2020 increase in hours from 33.75 hrs/wk to 37.5 hrs/wk for the Registered Dietetic Technician, second by Pufahl. Motion passed 4-1 with Rohrbeck opposed.

Human Resources Committee Meeting  
November 1, 2019

- Becky Mulhern, ADRC Director, presented a 2020 Title Change from an HHS Aide to a Health Promotions Coordinator (ADRC). She stated this position is not changing, only the title. Motion by Pufahl to approve the title change from HHS Aide to Health Promotions Coordinator effective 1/1/2020, second by Rohrbeck. Motion carried.
- Becky Mulhern, ADRC Director, presented a 2020 Title Change from a Clerk Typist (ADRC) to an ADRC Receptionist. She stated this position is not changing, only the title. Motion by Pufahl to approve the title change from Clerk Typist (ADRC) to an ADRC Receptionist effective 1/1/2020, second by Drew. Motion carried.
- Katie Day, Acting HHS Director, presented a position replacement request for a Human Services Aide in the Division of Economic Support. Motion by Field to approve the position replacement request for a Human Services Aide in the Division of Economic Support, second by Drew. Motion carried.

**CLOSED SESSION**

Motion by Field to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Request for Extension of Time to Use Earned Vacation; HHS Employee Grievance]. Second by Rohrbeck. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:33 AM.

**OPEN SESSION**

The Committee returned to open session at 9:54 AM.

**HEALTH AND HUMAN SERVICES**

- Motion by Rohrbeck to approve the extension of time to use earned vacation through the end of 2019, second by Field. Motion carried.
- Motion by Rohrbeck to place HHS Grievant on Paid Administrative Leave retroactive to the date of termination with the understanding that the grievance will be heard again at the December 2019 Human Resources Committee Meeting, second by Drew. Motion passed 4-1 with Field opposed.

**Human Resources**

- Joe Ruf introduced the new Assistant Corporation Counsel, Attorney Jessica Hale. Assistant Corporation Counsel, Attorney Susan Fisher is out on Medical Leave.
- Ruf stated Quartz Insurance information was conveyed to employees in 43 meetings. Applications are being collected. Divine Savior reached out to help with the transition of insurance carriers.

Chair Bruce Rashke was excused at 9:57 AM.

The next HR Committee meeting is scheduled for Friday, December 6, 2019, at 8:00 AM at the Administration Building in Meeting Room 115.

Motion by Drew to adjourn the meeting at 10:03 AM, second by Rohrbeck. Motion carried.

Respectfully Submitted,

  
Dan Drew  
Secretary Human Resources Committee

  
Jamie Henriksen  
Recording Secretary