

# COLUMBIA COUNTY

Board of Supervisors

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## Columbia County Human Resources Committee Minutes Friday, November 2, 2018

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, James Foley, Nancy Long, Dennis Richards, Dawn Woodard, Amy Yamriska, Kathy Johnson, Breanna Hellenbrand (M3)

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 Field. Motion carried.

### Approval of Minutes

Motion by Field to approve meeting minutes from October 5 and October 17, 2018, second by Pufahl. Motion carried.

### Approval of Expenditure Report

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

### General Review of Department Activities

Review of 2018 budget analysis year to date. Update on vacancies, recruitment and hiring.

### 2019 HEALTH/DENTAL/VISION INSURANCE RATES

Breanna Hellenbrand, M3 representative, discussed the 2019 employee health insurance premium. The cap for 2019 was established and agreed not to exceed an 8.9% increase. The rates are affected by claims. M3 was able to negotiate at 7.9% increase. Discussion. Motion by Drew to accept the employee health insurance (medical/prescription/dental/vision) rates for 2019 as presented, second by Field. Motion carried.

### COLUMBIA HEALTH CARE CENTER (CHCC)

Amy Yamriska, CHCC Administrator, presented a request to hire a Limited Term Employee (LTE) to work 600 hours annually in place of hiring a part time Administrative Assistant who is retiring. Discussion on the purchase of scheduling software to replace the position with a recognized savings of approximately \$30,000. Motion by Drew to approve the replacement of a part time employee with an LTE, second by Field. Motion carried.

### CLOSED SESSION

Motion by Drew to enter into closed session at 8:15 AM 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. (Compensation adjustment for Accounting Supervisor-Highway, Crisis & AoDA Program Coordinator wage adjustment, Emergency Management Coordinator wage adjustment), second by Field. Committee roll call was unanimous.

### OPEN SESSION

The Committee returned to open session at 8:56 AM and voted on the following closed session items.

- **Accounting**

Motion by Field to approve a wage adjustment for the Highway Accounting Supervisor in Grade K from Step 9 to Step 10, second by Drew. Motion carried.

- **Sheriff**

Carlson Dettmann reviewed the Grade classification and confirmed that the Emergency Management Coordinator placement in the Compensation Plan is correct. Motion by Pufahl to approve a wage adjustment for the Emergency Management Coordinator in Grade M from Step 2 to Step 3 as recommended by the Public Safety Governing Committee, second by Rohrbeck. Motion carried.

- **Health and Human Services**

Carlson Dettmann reviewed the Grade classification of the Crisis & AoDA Program Coordinator position. The position title was changed with the combination of 2 positions (Medication Assisted Recovery Coordinator and Crisis Program Coordinator) both classified in in Grade K. The recommendation is to maintain the classification in Grade K. A proposal to increase the step placement of the Crisis & AoDA Program Coordinator failed for lack of a motion.

- Motion by Pufahl to approve the update to the job description for the Crisis & AoDA Program Coordinator, second by Drew. Motion carried.

**HEALTH AND HUMAN SERVICES (HHS)**

Discussion of the Fair Labor Standards Act (FLSA) status for some HHS employees. Discussion. This item will be addressed at a future meeting after review of effects on other Departments.

**SHERIFF**

- Sheriff Richards presented 3 Jailer replacement requests vacant for various reasons. Motion by Drew to approve all 3 requests, second by Field. Motion carried.

- Court Services had 2 part time employees at Level 2 who accrued sick time during their employment. One has retired and the other is retiring. They were not paid out for the sick time and requested to receive payment for those hours. Discussion. Motion by Drew to approve payout of all accrued sick time for both CSU2's, second by Pufahl. Motion carried. Finance and Public Safety will also need to approve both requests.

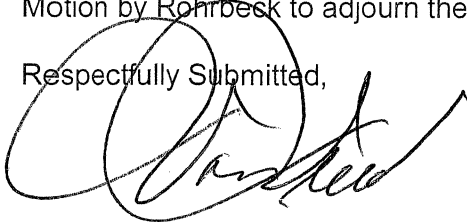
**HUMAN RESOURCES**

Motion by Pufahl to approve a Resolution authorizing a 1% across the board (ATB) increase to the employee 2019 Compensation Plan, second by Drew. Motion carried.

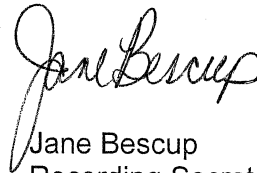
The next HR Committee meeting is scheduled for Friday, December 7, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:21 AM, second by Drew. Motion carried.

Respectfully Submitted,



Dan Drew  
Secretary Human Resources Committee



Jane Bescup  
Recording Secretary