



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, November 3, 2017

Committee Members Present: Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck (8:25)

Excused Absence: Bruce Rashke

Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, James Foley, Jane Kohlwey, Darrel Kuhl, Susan Lorenz, Amy Yamriska, Lois Schepp, Mark Zimmerman, Andy Ross, Patrick Glynn-Carlson-Dettmann

The meeting was called to order by Vice Chair Adam Field 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 as presented, second by Drew. Motion carried.

Approval of Minutes

Motion by Pufahl to approve the HR Committee meeting minutes from October 6, 2017 and October 16, 2017, second by Drew. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

The Department has been busy with recruitment and interviews. The Health Insurance switch to DEAN requires scheduling mandatory employee meetings to review benefits. 35 meetings will be scheduled in the next 2 weeks accommodating various employee work schedules.

DISTRICT ATTORNEY (DA)

Jane Kohlwey, DA, presented 2 replacement requests.

- Legal Secretary, full time, 37.5 hours per week due to an internal promotion to Victim Witness Coordinator. Motion by Pufahl to approve the request, second by Drew. Motion carried.
- Legal Secretary, part time, 18.75 hours per week due to a resignation. Motion by Pufahl to approve the request, second by Drew. Motion carried.

SHERIFF

Chief Deputy Darrel Kuhl presented replacement requests for the following positions:

- Request for a full time Deputy Sheriff due to a resignation. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.
- Request for a full time Deputy Sheriff due to an internal department transfer. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.
- Request for a full time Jailer due to a termination. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.
- Request for a part time Secretary due to a resignation. Motion by Drew to approve the replacement request, second by Pufahl. Motion carried.

HEALTH & HUMAN SERVICES

Susan Lorenz, Director of Public Health, presented a replacement request and revised job description for the Director of WIC (Women, Infants and Children) due to a retirement. WIC programs are funded by Federal grants to States under the USDA. Motion by Drew to approve the revised job description and replacement request, second by Pufahl. Motion carried.

COLUMBIA HEALTH CARE CENTER

Amy Yamriska, CHCC Administrator, presented replacement requests and approval of changes to job descriptions.

- Replacement request of a Personnel Analyst due to a retirement in January 2018. Changes to the job description were presented and discussed. Motion by Pufahl to approve the changes to the job description and the replacement request, second by Drew. Motion carried.
- Change in position title from Activity Director to Life Enrichment Director is required to meet changes in nursing home regulation. The replacement request is due to a retirement in 2018. Discussion. Motion by Drew to approve the changes to the position title, job description and the replacement request, second by Rohrbeck. Motion carried.

ACCOUNTING

Lois Schepp, Comptroller, presented the Guide to County Budget/Finances to provide a better understanding of Governmental Accounting practices related to annual budgets.

HUMAN RESOURCES

- A resolution to transfer money from the contingency fund to cover an increase of 1% for employees compensation in 2018. The resolution failed for lack of a motion.
- Patrick Glynn, Carlson Dettmann Senior Consultant, explained the many aspects encompassing the need for a wage study. Discussion of market place competition, aging work force, regionalized and merging of services, procedure to study our current compensation plan, cost and time line. Motion by Pufahl to authorize proceeding with a formal proposal with Carlson Dettmann for a wage study, second by Drew. Motion carried.

The next HR Committee meeting will be Friday, December 1, 2017, at 8:00 AM in the Administration Building Meeting Room 115.

Adjourned meeting at 10:48 AM on motion of Drew, second by Rohrbeck.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary