



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, November 4, 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, Dawn Woodard, John Bluemke,
Darrel Kuhl, Lyn Jerde (PDR)

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

Approval of Minutes

Motion by Drew to approve the HR Committee meeting minutes from October 7, 2016, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

MIS and HR staff have been working on automating the payroll time entry. It has been implemented by the MIS and HR Departments.

PLANNING & ZONING (P&Z)

John Bluemke, P&Z Director, presented several requests related to P&Z staff.

- Replacement request for an Office Administrator due to a retirement. Bluemke has offered the position to the current part time Administrative Assistant. A replacement request for the part time Administrative Assistant was presented. Motion by Pufahl to approve the replacement of a full time Office Administrator (40 hrs/wk) and a part time Administrative Assistant (50% based on 37.5 hrs/wk.) second by Field. Motion carried.

- Review of updates to the job descriptions for the Office Administrator and Administrative Assistant. Motion by Field to approve the changes as submitted, second by Drew. Motion carried.

SOLID WASTE

- Greg Kaminski, Solid Waste Director, presented a replacement request due to a retirement. The request is to replace a General Laborer with a Truck Driver. Solid Waste was recently awarded a 5 year contract with the City of Columbus to provide garbage and recycling collection services. Motion by Drew to approve the replacement of a General Laborer with a Truck Driver, second by Rohrbeck. Motion carried.

- Clarification related to the compensation for work performed on a holiday. Compensation is calculated at time and half (1.5) the employee's hourly rate of pay in addition to straight time for the holiday. Total compensation will be 2.5 times the regular hourly rate.

HEALTH AND HUMAN SERVICES (HHS)

Dawn Woodard, HHS Director, presented a replacement request for a Public Health Nurse (PHN) due to a retirement. This full time position (37.5 hrs/wk) is funded, in part, through grant dollars. Motion by Pufahl to approve the replacement request for a full time PHN, second by Drew. Motion carried.

SHERIFF

Chief Deputy Darrel Kuhl presented a replacement request for a Jailer due to a resignation. Motion by Field to approve the replacement request for a full time Jailer, second by Drew. Motion carried.

HIGHWAY

- Joe Ruf reviewed the restructuring changes to the Highway Department organization explaining how it would provide efficiency in operation and fairness for seasonal work assignments. Some changes will be made through attrition. Details and cost will be presented to the Committee in the future. Winter seasonal

employees will be needed due to staff shortages related to illnesses and workers compensation injuries.

HUMAN RESOURCES (HR)

- Discussion of the amendment revising the Operations Manual and Policies and Procedures authorizing the HR Director and Department Head to negotiate the amount of vacation received at hire and compensation step placement for middle management positions. Discussion. Motion by Drew to approve and forward the amendment to the Executive Committee, second by Pufahl. Motion carried. Supervisor Field stated that Department Heads should take into consideration current employee's compensation placement and vacation allocation to avoid inequity within Departments. Review of how often this situation occurs will take place within the next year.

- Bereavement leave amendment to change or adjust the following:
 - 3 days for a step sibling.
 - 5 days for a parent defined as biological, adoptive, step or foster.
 - In the event an employee's marriage is dissolved by death, the bereavement schedule will be honored for the deceased spouse's family.

Motion by Pufahl to approve the amendment and forward to the Executive Committee, second by Field. Discussion. Chair Rashke referenced a future option of moving to a Paid Time Off (PTO) strategy. Motion carried, Drew opposed.

- The Policy and Procedures states that if consecutive holidays fall on a Sunday and Monday the Committee is required to set the holiday schedule. In 2017 Christmas Eve and Christmas Day as well as New Year's Eve and New Year's Day fall on Sunday and Monday. Discussion. Motion by Drew to observe the 2017 Sunday holidays of Christmas Eve (December 24, 2017) and New Year's Eve (December 31, 2017), on Friday preceding the holiday, December 22, 2017 and December 29, 2017. Motion by Drew, second by Rohrbeck. Motion carried.

The next HR Committee meeting will be Friday, December 2, 2016, at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 9:24 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary