



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, November 5, 2021

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, James Foley, and JoAnn Wingers
Also in Attendance: Vern Gove, Amy Yamriska, Heather Gove, Chris Hardy, Bob Lambert, Lois Schepp, Roger Brandner, Jim Stilson, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:00 a.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

Approval of Agenda

Motion by Foley to approve the agenda, second by Wingers. Motion carried.

Approval of Minutes

Motion by Wingers to approve: October 1, 2021 Regular Human Resources Committee Meeting Minutes, second by Pufahl. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

Motion to approve the report by Foley, second by Pufahl. Motion carried.

Accounting

- Comptroller, Lois Schepp, presented a position description for the Comptroller/Auditor as this has not been updated since 1995. Motion by Rohrbeck to approve the position description for a Comptroller/Auditor as presented, second by Pufahl. Motion carried.

Columbia Health Care Center:

- Columbia County Health Care Center Administrator, Amy Yamriska, presented information to continue to offer temporary compensation adjustments to address vacancy issues through the end of 2022. Discussion. Motion by Foley to approve the continuation of the temporary compensation adjustments through the end of 2022 as presented, second by Pufahl. Motion carried.
- Yamriska presented information regarding the need for COVID-19 Visitation Screeners along with their duties and compensation of \$15.00 per hour. Discussion. Motion by Rohrbeck to approve the hiring of COVID-19 Screeners, at \$15.00 per hour, through the end of 2022, as presented, but also added that this should be submitted to be considered to be reimbursed through the ARPA funds, second by Foley. Motion carried.
- Yamriska presented information regarding the need for Dietary LTEs along with their duties and compensation starting at \$13.036 per hour. Discussion. Motion by Foley to approve hiring of Dietary LTEs to be paid at \$13.036 per hour, second by Pufahl. Motion carried.
- Yamriska presented information to offer an employee referral bonus in the amount of \$500.00 to be paid to an employee who refers a candidate who stays at least six (6) months in an attempt to address vacancy issues. Discussion. Motion by Wingers to approve an employee referral bonus as presented with a six (6) month review and a five (5) month update to the current HR Committee, second by Pufahl. Motion carried.

Facilities Management

- Acting Director of Facilities Management, Bob Lambert, presented a Resolution – 2022 Transfer Funds for Janitorial Crew Leader Compensation. Motion by Foley to approve the Resolution – 2022 Transfer Funds for Janitorial Crew Leader Compensation as presented, second by Pufahl. Motion carried.
- Lambert presented an updated position description for the Facilities Management Director. Motion by Foley to approve the position description for the Facilities Management Director as presented, second by Rohrbeck. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, proposed a wage increase for the Public Health Division. Discussion. Motion by Foley to approve the proposed compensation rates for the Public Health Division as presented, second by Wingers. Motion carried.
- Heather Gove presented a position description for a Youth Service Coordinator which will take the place of the current Juvenile Court Program Coordinator. Motion by Pufahl to approve the position description for a Youth Service Coordinator as presented, second by Foley. Motion carried.
- Heather Gove presented a position replacement request for a Juvenile Court Program Coordinator in the DCF unit due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Juvenile Court Program Coordinator, second by Wingers. Motion carried.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Patrolman due to a retirement. Motion by Pufahl to approve the position replacement request for a Patrolman, second by Wingers. Motion carried.
- Hardy presented a position description for a Highway Project and Program Manager which will take the place of one of the current Patrol Superintendent positions. Motion by Rohrbeck to approve the position description for a Highway Project and Program Manager, second by Wingers. Motion carried.
- Hardy presented a position replacement request for a Patrol Superintendent due to a retirement. Motion by Pufahl to approve the position replacement request for a Patrol Superintendent, second by Wingers. Motion carried.
- Hardy presented a position replacement request for a Master Mechanic due to a resignation. Motion by Wingers to approve the position replacement request for a Master Mechanic, second by Foley. Motion carried.

Sheriff

- Sheriff Roger Brandner proposed a wage increase for the Jail staff. Discussion. Motion by Wingers to approve the proposed compensation rates for the Jail staff as presented, second by Foley. Motion carried.
- Brandner presented a Resolution – 2022 Transfer Funds for Jail Staff Compensation. Motion by Rohrbeck to approve the Resolution – 2022 Transfer Funds for Jail Staff Compensation as presented, second by Foley. Motion carried.
- Brandner presented a position replacement request for a Jailer due to a resignation. Motion by Pufahl to approve the position replacement request for a Jailer, second by Rohrbeck. Motion carried.

CLOSED SESSION

Motion by Foley 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 – Division Administrator/Public Health Officer; Employee Donated Sick Time Request; Employee Unpaid Leave of Absence Request (3)]. Second by Wingers. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:58 a.m.

OPEN SESSION

Motion by Wingers to return to open session. Second by Rohrbeck. The Committee returned to open session at 9:12 a.m.

Human Resources (from closed session)

- Motion by Rohrbeck to approve the compensation review for the Division Administrator/Public Health Officer as presented. Second by Foley. Motion carried.
- No action was taken on the employee donated sick time request as employee withdrew the request prior to the meeting.
- Motion by Foley to approve the two (2) employee unpaid leave of absence requests from the Highway & Transportation Department and to deny the employee unpaid leave of absence request for the employee from the Accounting Department as presented. Second by Wingers. Motion carried.

Human Resources

- Ruf presented a general review of the HR Department activities. Hiring continues and as the end of the year approaches, HR staff is busy with tax reporting.
- Human Resources Program Manager, Jodi Burmania, presented an update to the process of offering other voluntary benefits to employees. The HR Team has been sending out information to all employees with instructions on the next steps in this process. All employees are in the process of completing an open enrollment phone call. This was an informational item only.
- Burmania presented an updated Employee Performance Evaluation Process Form with hopes that all department heads will be using the same form in the near future. Motion by Rohrbeck to approve the Employee Performance Evaluation Form as presented with a few revisions, second by Field. Motion carried.
- Ruf and Sheriff Brandner presented an updated position description for an Emergency Management Coordinator. Motion by Pufahl to approve the position description for an Emergency Management Coordinator, second by Wingers. Motion carried.
- Ruf presented a position replacement request for an Emergency Management Coordinator due to a retirement. Motion by Rohrbeck to approve the position replacement request for an Emergency Management Coordinator, second by Foley. Motion carried.
- Ruf presented the Resolution - 2022 Across the Board (ATB) Salary Increase of 3.0% for County Employees. Motion by Foley to approve the 2022 Across the Board (ATB) Salary Increase of 3.0% for County Employees Resolution as presented, second by Pufahl. Motion carried 4-1 with Field opposed.
- Ruf and Burmania presented revisions and updates to the Employee Handbook. Discussion. Motion by Rohrbeck to approve the Employee Handbook revisions/updates as presented, second by Foley. Motion carried.
- Ruf proposed an update to our policy regarding new hire vacation negotiations to assist in the hiring process. Discussion. The HR Committee would like this issue brought back in December with a proposal from the HR Office as to the process of carrying this out.

Human Resources Committee Meeting
November 5, 2021

The next HR Committee meeting is scheduled for Friday, December 3, 2021, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Foley to adjourn the meeting at 10:08 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary