



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, November 6, 2020

Committee Members Present: Matthew Rohrbeck, Barry Pufahl and James Foley
Committee Members Absent: Adam Field and JoAnn Wingers

Also in Attendance: Vern E. Gove, Brenda Yaskal, Cory Wiegel, Heather Gove, Chris Hardy, Sheriff Brandner, Lori Aldridge, Cathy Karls, Joseph Ruf III, Jodi Burmania, Kelly Hoffmann, Breanna Hellenbrand – via phone and Mary Raether – via phone

The meeting was called to order by Vice Chair Matthew Rohrbeck 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, second by Foley. Motion carried.

Approval of Minutes

Motion by Foley to approve the minutes from the HR Committee Meeting held on October 2, 2020, second by Pufahl. Motion carried.

Approval of Expenditure Report

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

Corporation Counsel/Child Support

- Ruf presented a position replacement request for a Paralegal due to a retirement. Motion by Foley to approve the position replacement request for a Paralegal, second by Pufahl. Motion carried.

District Attorney

- District Attorney, Brenda Yaskal, presented a position replacement request for a Legal Secretary due to a resignation. Motion by Pufahl to approve the position replacement request for a Legal Secretary, second by Rohrbeck. Motion carried.

Facilities Management:

- Cory Wiegel, Facilities Management Director, presented a position request for a Janitor due to a termination. Motion by Foley to approve the position replacement request for a Janitor, second by Pufahl. Motion carried.

Health & Human Services:

- Director of Health & Human Services, Heather Gove, presented a 2021 position request to increase hours from 37.5 hrs/wk to 40.0 hrs/wk for the Marketing & Outreach Coordinator. HHS Director Gove indicated if the grant funding is not received the hours will go back to 37.5 hrs/wk. Motion by Foley to approve the 2021 position request to increase hours from 37.5 hrs/wk to 40.0 hrs/wk for the Marketing & Outreach Coordinator, second by Pufahl. Motion carried.
- Ruf presented a Position Description for the Public Health Officer. Discussion regarding educational requirements and hiring process for the position. Motion by Pufahl to approve the Position Description for the Public Health Officer with the changes, second by Foley. Motion carried.
- HHS Director Gove presented a position replacement request for a Public Health Officer due to a retirement. Motion by Foley to approve the position replacement request for a Public Health Officer, second by Pufahl. Motion carried.

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- HHS Director Gove presented a request for increase in hours for NNAI Position for 75% to 100% for 2021. Discussion regarding MAT program, funding, and caseload. Motion by Foley to approve the increase in hours for NNAI Position for 75% to 100% for 2021, second by Pufahl. Motion carried.
- HHS Director Gove presented a request to Allocate MAT Funding to NNAI for Remainder of Budget Year 2020 and Budget Year 2021. Motion by Foley to approve to Allocate MAT Funding to NNAI for Remainder of Budget Year 2020 and Budget Year 2021, second by Rohrbeck. Motion carried
- Ruf reviewed wage and staffing level for nurses in various Columbia County departments and surrounding Counties. The committee asked HR staff to obtain information for Dane County nurses and year to date overtime for the Public Health Division.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Highway Maintenance Worker due to a resignation. Motion by Pufahl to approve the position replacement request for a Highway Maintenance Worker, second by Foley. Motion carried.
- Highway Commissioner, Chris Hardy, presented a position replacement request for a Master Mechanic due to a resignation. Motion by Foley to approve the position replacement request for a Master Mechanic, second by Pufahl. Motion carried.
- Highway Commissioner, Chris Hardy, presented a position replacement request for a Sign Person due to a resignation. Motion by Pufahl to approve the position replacement request for a Sign Person, second by Foley. Motion carried.

Sheriff

- Sheriff Brandner presented Revised Evaluation Forms. Sheriff Brandner stressed the importance of the evaluation forms. Discussion regarding updating evaluation forms for general employees as well. Motion by Rohrbeck to approve the Revised Evaluation Forms, second by Pufahl. Motion carried.
- Sheriff 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 Foley. Motion carried.
- Sheriff Brandner presented a position replacement request for a Part-Time Secretary due to a resignation. Motion by Foley to approve the position replacement request for a Part-Time Secretary, second by Pufahl. Motion carried.

Human Resources

- Ruf presented a general review of department activities. The HR Department is busy with year end activities and the Corona Virus Pandemic.
- Ruf presented a proposal to extend the 90-day vacation carry over that was previously approved through December 31, 2020 due to the COVID-19 pandemic. Motion by Pufahl to extend the 90-day vacation carry over due to the COVID-19 pandemic to June 1, 2021, second by Foley. Motion carried.
- Health Insurance 2021 Community Wide Changes – Breanna Hellenbrand from M3 and Mary Raether from Quartz appeared via telephone to discuss Quartz's 2021 Health Insurance Community Wide Changes. Effective 1/1/2021 Quartz is changing their certificate to allow grandchildren to be covered under the same terms as children (up to age 26). The County has until 12/31/2020 to opt out of the change. Motion by Pufahl to table to next meeting, second by Foley. Motion carried.
- Ruf presented the Resolution - 2021 Across the Board (ATB) Salary Increase for County Employees. Motion by Rohrbeck to approve the 2021 Across the Board (ATB) Salary Increase for County Employees Resolution with the change to include the language "in addition to step increases included in the 2021 County Budget", second by Foley. Motion carried.
- Ruf presented the 2021 Observed Holiday Schedule – Christmas Eve/Christmas Day & New Year's Eve/New Year's Day. Motion by Rohrbeck to observe Christmas Eve Holiday on Friday, December 24, 2021, Christmas Holiday on Monday, December 29, 2021, New Year's Eve Holiday on Friday, December 31, 2021 and New Year's Day Holiday on Monday, January 3, 2022, second by Pufahl. Motion carried.

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- Ruf presented the Families First Coronavirus Response Act “FFCRA” Eligibility. Motion by Rohrbeck to make no changes to the Families First Coronavirus Response Act “FFCRA” Eligibility, second by Pufahl. Motion carried.
- Facilities Management Department Management and Organization – Motion by Pufahl to table, second by Foley. Motion carried.

The next HR Committee meeting is scheduled for Friday, December 4, 2020, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Foley to adjourn the meeting at 9:52 a.m., second by Rohrbeck. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Kelly Hoffmann
Recording Secretary