

# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Human Resources Committee Minutes Friday, December 1, 2017**

Committee Members Present: Bruce Rashke, Adam Field, Barry Pufahl, Dan Drew, Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, Mary Cupery, James Foley Nancy Long, Dennis Richards, Jenny Skadahl, John Hartman, Lyn Jerde-PDR

The meeting was called to order by Chairman Bruce Rashke at 8:01 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

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

### Approval of Minutes

Motion by Pufahl to approve the HR Committee meeting minutes from November 3, 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 employee meetings on the health insurance change to DEAN have concluded and the transition is progressing for 1/1/2018 implementation. HR is recruiting for a variety of positions related to retirements, resignations and new positions. The review by Carlson Dettmann of position placement in the Compensation Schedule is moving forward.

### **SHERIFF**

Sheriff Richards presented replacement requests for the following positions:

- Request for a full time Dispatcher due to a resignation. Motion by Field to approve the replacement request, second by Pufahl. Motion carried.
- Request for a full time Jailer related to a retirement. Motion by Pufahl to approve the replacement request, second by Drew. Motion carried.
- Request for a full time Jailer Sergeant due to a retirement. Motion by Drew to approve the replacement request, second by Field. Motion carried.

### **MANAGEMENT INFORMATION SERVICES**

- The changes to job description for the MIS Director position was reviewed. Motion by Field to approve as presented, second by Rohrbeck. Motion carried.
- The process for the replacement of a Department Head was presented by Joe Ruf with an explanation of the specific involvement of Committee approval and the interview process. Motion by Field to approve the process as presented, second by Drew. Motion carried.

### **HEALTH AND HUMAN SERVICES**

Jenny Skadahl, Supervisor in the Division of Children & Families, presented a replacement request for a Social Worker due to a retirement in 2018. Discussion, if the replacement is filled internally the approval to continue to hire is granted. Motion by Drew to approve the replacement request(s), second by Pufahl. Motion carried.

### **HUMAN RESOURCES**

- A resolution to transfer money from the contingency fund to cover a 1% increase in the Compensation Schedule for 2018. The process was explained by Ruf. Motion by Pufahl to approve the resolution as presented, second by Rashke. Discussion. HR Chair called for vote, Drew and Rohrbeck opposed, motion carried 3 to 2.

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- A resolution to the Operations Manual for Management defining the Hiring Process for individuals hired and compensated by Columbia County. Discussion. Motion by Drew to approve the draft document, second by Field. Motion carried. Discussion. Changes to the document: Line 35 add "a non-standard or" and change Line 59 to read "shall be granted reasonable opportunity". Motion by Pufahl to approve the resolution subject to the 2 amendments, second by Rohrbeck. Motion carried.

**CLOSED SESSION**

Motion by Field to enter into closed session at 9:18 AM 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 [Jail Sergeant/ISS 3/ISS2 hourly rate at promotion], second by Drew. Roll call was unanimous.

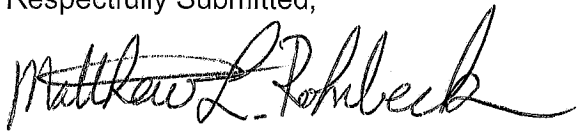
**OPEN SESSION**

The committee returned to open session at 9:47 AM

The next HR Committee meeting will be Friday, January 5, 2018, at 8:00 AM in the Administration Building Meeting Room 115.

Adjourned meeting at 9:54 AM on motion of Rohrbeck, second by Field.

Respectfully Submitted,



Matthew Rohrbeck  
Human Resources Committee Secretary



Jane Bescup  
Recording Secretary