



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, December 2, 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, Chris Hardy, Lois Schepp, Karen Nelson, Lyn Jerde (PDR)

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

Approval of Agenda

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

Approval of Minutes

Motion by Drew to approve the HR Committee meeting minutes from November 4 2016, second by Field. Motion carried.

Approval of Expenditure Report

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

General Review of Department Activities

Recruitment for hiring the beginning of 2017 has started. The effects of the Presidential election recount was discussed related to the pay for of 30 – 60 people who are participating in the recount.

SOLID WASTE

Solid Waste was awarded the City of Columbus contract to provide garbage and recyclable collection for approximately 1800 homes. Greg Kaminski presented a request for a new Truck Driver position to meet the need for services required to fulfill the 5 year contract. Discussion. Motion by Pufahl to approve the request for a new Truck Driver position, second by Drew. Motion carried.

HIGHWAY

Highway and Transportation Commissioner, Chris Hardy, explained the revisions to the Department Staffing plan, several replacement requests and employee position compensation.

Department Staffing Plan

Hardy provided a history of position assignments and seasonal compensation, Federal and State reimbursements and specific responsibilities of the Paint, Paving and Culvert Crews. Various individual positions fluctuate seasonally based on work assignments effecting temporary compensation classification and hourly rates of pay. The Highway Committee approved the change to assign employees to a classification based on their work assignment regardless of season and environment. This plan sets up a structure for assignment of duties and manages the ineffectiveness of temporary assignments. Motion by Pufahl to approve the change as presented, second by Rohrbeck. Discussion. Motion carried.

Replacement Request

- Replacement request for a Highway Maintenance Worker due to a resignation. Motion by Pufahl, to approve the replacement request, second by Drew. Motion carried.
- Replacement request for a Master Mechanic due to a retirement. Motion by Rohrbeck to approve the replacement request, second by Drew. Motion carried.

Winter Seasonal compensation

Request to compensate the Winter Seasonal Limited Term Employees \$14.00 - \$16.00 per hour. The Winter Seasonal position requires a Class A CDL to operate Highway equipment. The Highway Committee approved this request. Motion by Pufahl to approve the compensation of Winter Seasonal employees as presented, second by Drew. Motion carried.

Master Mechanic

Hardy presented a request to increase the hourly compensation of a recently hire Master Mechanic. Discussion. Motion by Pufahl to approve the adjustment of a Master Mechanic from Step 1 to Sept 3 due to his experience and proven skill set, second by Field. Motion carried.

UW EXTENSION

Karen Nelson, 4H Youth Development Educator, presented a request for an interim position related to the retirement of Family Living Educator on January 3, 2017. The position is 60/40 split between the State/County. The 3 programs to be managed are Children in the Middle, Col. Co. Association for Home & Community Education and Col. Co. Early Childhood Education Professional Development. They have a person on staff who will increase his time by 20% to continue the 3 mandated programs. The money is in contingency and will be less than the total budgeted due to the decrease in hours from full time to 20%. Motion by Drew to approve the position at 20% with funding split 60% State & 40% County through June 2017, second by Pufahl. Motion carried.

ACCOUNTING

Lois Schepp, Comptroller, requested replacement of the Office Manager position due to a retirement. An internal candidate was selected leaving another other vacancy for an Accounting Aide. Discussion. Motion by Field to approve replacement of all vacancies effected by the initial replacement request, second by Drew. Motion carried.

HEALTH CARE CENTER

Personal leave request for an employee who has exhausted benefits and Family Medical Leave. Motion by Rohrbeck to approve the request for a personal leave through January 2017, second by Drew.

HEALTH AND HUMAN SERVICES (HHS)

Ruf presented a request for donated time submitted by HHS Management. An employee has exhausted 12 weeks of Family Medical Leave and all benefit balances and is requesting donated time. Motion by Pufahl to approve the receipt of donated sick time, second by Drew. Motion carried.

HUMAN RESOURCES (HR)

- The Executive Committee referred the resolution to revise the Operations Manual and Policies and Procedures back to the HR Committee for further discussion and consideration. The amendment would authorize the HR Director, with the recommendation of the applicable Department Head, to negotiate the amount of vacation received at hire and compensation step placement for middle management positions. Discussion. Chair Rashke called for a motion to revise the policy previously approved. For lack of a motion, the policy stands and will be sent to the Executive Committee who will make the final decision.

- Joseph Ruf presented a summary of the Sheriff Sworn union contract negotiations. The Union membership unanimously ratified the contract and it will be on the County Board of Supervisors December 2016 agenda. Motion by Pufahl supporting the negotiated contract, second by Drew. Motion carried.

- A resolution was presented to approve the transfer of funds from the Contingency Fund into Department budgets to cover the 2017 1% Across the Board (ATB) employee salary increase. Motion by Drew to approve as presented, second by Pufahl. Motion carried.

The next HR Committee meeting will be Friday, January 6, 2017, at 8:00 AM in Meeting Room 1 in the lower level of the Courthouse.

Motion by Rohrbeck to adjourn the meeting at 10:15 AM, second by Drew.

Respectfully Submitted,



Matthew Rohrbeck
Human Resources Committee Secretary



Jane Bescup
Recording Secretary