



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Human Resources Committee Minutes Friday, December 3, 2021

Committee Members Present: Adam Field, Matthew Rohrbeck, Barry Pufahl, James Foley, and JoAnn Wingers
Also in Attendance: Vern Gove, Nancy Long, Chris Polzer, Lois Schepp, Heather Gove, Chris Hardy, Roger Brandner, Greg Kaminski, Joseph Ruf III, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 8:01 a.m. 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 Pufahl to approve: November 5, 2021 Regular Human Resources Committee Meeting Minutes, second by Foley. Motion carried.

Public Input

No public input.

Approval of Expenditure Report

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

Accounting

- Comptroller, Lois Schepp, presented a position replacement request for an Accounting Aide due to a termination. Motion by Rohrbeck to approve the position replacement request for an Accounting Aide, second by Wingers. Motion carried.

Health & Human Services:

- Health & Human Services Director, Heather Gove, presented a revised position description for the Public Health Nurse. Motion by Pufahl to approve the position description for the Public Health Nurse as presented, second by Foley. Motion carried.
- Heather Gove, presented a position description for a part-time Dementia Care Specialist in the ADRC. Motion by Foley to approve the position description for a part-time Dementia Care Specialist in the ADRC as presented, second by Wingers. Motion carried.
- Heather Gove presented a position request for a part-time Dementia Care Specialist in the ADRC. Motion by Pufahl to approve the position request for a part-time Dementia Care Specialist in the ADRC, contingent on funding each year, second by Foley. Motion carried.
- Heather Gove presented two (2) position replacement requests for Economic Support Specialists, both due to resignations. Motion by Pufahl to approve both of the position replacement requests for Economic Support Specialists, second by Wingers. Motion carried.

Highway & Transportation

- Highway Commissioner, Chris Hardy, presented a position replacement request for a Patrolman due to a resignation. Motion by Rohrbeck to approve the position replacement request for a Patrolman, second by Foley. Motion carried.

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- Hardy presented a proposal for Interstate Incentive Pay for highway workers working on the Interstate. This proposal will be funded through State compensation dollars as there is room in the contract to absorb this incentive. Motion by Wingers to approve the Interstate Incentive Pay for highway workers as presented, 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.
- Brandner presented three (3) position replacement request for Deputies. Two were due to resignations and one was a transfer back to a Jailer position. Motion by Foley to approve all three (3) of the position replacement requests for Deputies, second by Rohrbeck. Motion carried.

Solid Waste

- Solid Waste Director, Greg Kaminski, proposed a wage increase for the part-time Drop-Off Attendant. Discussion. Motion by Pufahl to approve the proposed wage increase for the part-time Drop-Off Attendant as presented, motion died for a lack of a second. Discussion. Motion by Pufahl to approve a wage increase from \$14.00 per hour to \$16.00 per hour for the part-time Drop-Off Attendant as presented, second by Foley. Motion carried 5-0.
- Kaminski presented a position replacement request for a part-time Administrative Assistant due to a resignation. He would like this position filled as a full-time Administrative Secretary and proposed a compensation adjustment for the new position from a Grade F to a Grade G. Discussion. Kaminski also presented a Resolution – 2022 Transfer Funds for Solid Waste Administrative Secretary Compensation. Motion by Pufahl to approve the position replacement request for a part-time Administrative Assistant but filled with a full-time (40.0 hours per week) Administrative Secretary as presented. His motion included the approval of the Resolution – 2022 Transfer Funds for Solid Waste Administrative Secretary Compensation as presented, second by Wingers. Motion carried 3-2 with Field and Rohrbeck opposed.
- Kaminski presented a position replacement request for a Solid Waste Truck Driver due to a resignation. Motion by Foley to approve the position replacement request for a Solid Waste Truck Driver, second by Wingers. 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 – Public Health Nurse]. Second by Wingers. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:04 a.m.

OPEN SESSION

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

Human Resources Committee Meeting
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Human Resources (from closed session)

- Motion by Rohrbeck to approve the compensation review for the Public Health Nurse as presented in closed session. Second by Foley. Motion carried.

Human Resources

- Joseph Ruf, III presented a general review of HR Department activities. Hiring continues and as the end of the year approaches, HR staff is busy with tax reporting. Jodi Burmania, HR Program Manager provided an update to the short-term disability and changing providers which seemed to be well received by employees. There are follow-up meetings scheduled.
- 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 Pufahl. Motion carried.
- Ruf and Burmania presented revisions and updates to the Personnel Manual for Management. Discussion. Motion by Rohrbeck to approve the Personnel Manual for Management revisions/updates as presented for sections III (d) and XXI, but directed HR to bring the revisions to sections III (h) and XII back to the HR Committee in January, second by Foley. Motion carried.

The next HR Committee meeting is scheduled for Friday, January 7, 2022, at 8:00 a.m. at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:39 a.m., second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl
Secretary Human Resources Committee



Jamie Henriksen
Recording Secretary