



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Human Resources Committee Minutes Friday, December 4, 2020**

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

Also in Attendance: Vern E. Gove, Sheriff Brandner, Heather Gove, Cathy Karls, Lois Schepp, Amy Yamriska, Rebekka Cary, Karen Manske, Greg Kaminski, Joseph Ruf III, Jodi Burmania, Jamie Henriksen, David Drews – via phone, Chris Hardy – via phone and Breanna Hellenbrand – via phone

The meeting was called to order by Chair Adam Field at 8:01 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 Pufahl. Motion carried.

### Approval of Minutes

Motion by Rohrbeck to approve the minutes from the HR Committee Meeting held on November 6, 2020, second by Foley. Motion carried with Field abstaining.

### Approval of Expenditure Report

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

### **Columbia County Healthcare Center**

- Amy Yamriska, Healthcare Center Administrator, presented a position replacement request for a Director of Dietary Services (n/k/a Director of Food Service) due to a retirement. Motion by Pufahl to approve the position replacement request for a Director of Dietary Services, second by Foley. Motion carried.
- Yamriska also presented a revised position description for the Director of Dietary Services (n/k/a Director of Food Service). Motion by Foley to approve the revised position description for the Director of Dietary Services, second by Rohrbeck. Motion carried.

### **Corporation Counsel/Child Support**

- Joseph Ruf, III presented a position replacement request for a Paralegal due to a resignation. Motion by Pufahl to approve the position replacement request for a Paralegal, second by Rohrbeck. Motion carried.
- Ruf also presented a revised position description for a Paralegal. Discussion regarding educational requirements. Committee added "High School Diploma or Equivalent Preferred." Motion by Rohrbeck to approve the revised position description for the Paralegal, second by Foley. Motion carried.

### **Health & Human Services:**

- Heather Gove, Director of Health & Human Services, presented a request to decrease hours for both the OWI Treatment Court Coordinator and the Drug Treatment Court Coordinator from 40.0 per week to 37.5 per week starting 1/1/2021. Motion by Pufahl to approve the decrease in hours from 40.0 per week to 37.5 per week for the positions of the OWI Treatment Court Coordinator and the Drug Treatment Court Coordinator, second by Foley. Motion carried.
- Ruf reviewed wage and staffing level for nurses in various Columbia County departments and surrounding Counties including Dane County 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 Rohrbeck. Motion carried.
- Hardy presented an additional position replacement request for a Highway Maintenance Worker due to a termination. Motion by Pufahl to approve the position replacement request for a Highway Maintenance Worker, second by Rohrbeck. Motion carried.
- Hardy also presented a position replacement request for a Master Mechanic due to a current Master Mechanic filling the recent Sign Crew vacancy. Motion by Pufahl to approve the position replacement request for a Master Mechanic, second by Foley. Motion carried.

### **Management Information Services**

- David Drews, IT Director, presented a revised position description for an Infrastructure Support Specialist I. Discussion. Motion by Rohrbeck to approve the revised position description for an Infrastructure Support Specialist I, second by Foley. Motion carried.
- Drews also presented a position replacement request for an Infrastructure Support Specialist I due to a termination. Motion by Foley to approve the position replacement request for an Infrastructure Support Specialist I, second by Rohrbeck. Motion carried.

### **Register of Deeds**

- Karen Manske, current Register of Deeds, retiring after this term, presented a position replacement request for a Chief Deputy as the current Chief Deputy Lisa Krintz was elected Register of Deeds to begin in 2021. Manske asked that this recruitment continue until all positions in the office are filled. Motion by Pufahl to approve the position replacement request for a Chief Deputy, second by Foley. Motion carried.

### **Sheriff**

- Sheriff Brandner presented a position replacement request for a Deputy as he appointed a current Deputy to a Jailer. Motion by Foley to approve the position replacement request for a Deputy, second by Pufahl. Motion carried.

### **Veteran's Service**

- Rebekka Cary, Veteran Service Officer, presented a position description for a part-time Administrative Assistant. Motion by Rohrbeck to approve the position description for a part-time Administrative Assistant, second by Foley. Motion carried.

### **Human Resources**

- Ruf presented a general review of department activities. The HR Department is busy with year-end activities, open enrollment for various benefits and the Corona Virus Pandemic.
- Health Insurance 2021 Community Wide Changes – Breanna Hellenbrand from M3 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). Motion by Pufahl to keep eligibility requirements the same and not accept the Community Wide Changes relating to the grandchild provision, second by Rohrbeck. Motion carried.
- Ruf and Jodi Burmania, Human Resources Program Manager, presented a wage adjustment for the 2021 red circled employee. Motion by Foley to approve the one-time payment to that employee, second by Foley. Motion carried.
- Ruf and Burmania also presented a Line Item Transfer to purchase furniture for the new Director of Health & Human Services. Motion by Foley to approve the Line Item Transfer, second by Rohrbeck. Motion carried.

Human Resources Committee Meeting  
December 4, 2020

**CLOSED SESSION**

Motion by Foley to enter into closed session pursuant to WI State Statute Section 19.85 (1)(c), Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Facilities Management Department Management and Organization; Medical Examiner's Office Management and Organization]. Second by Rohrbeck. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:19 a.m.

The Committee took a recess at 9:57 a.m. and re-convened at 10:26 a.m.

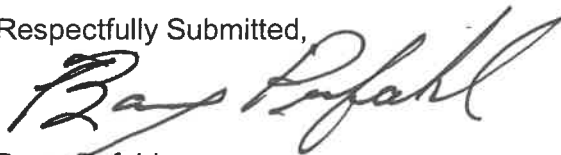
**OPEN SESSION**

Motion by Rohrbeck to return to open session. Second by Foley. The Committee returned to open session at 11:25 a.m.

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

Motion by Rohrbeck to adjourn the meeting at 11:26 a.m., second by Foley. Motion carried.

Respectfully Submitted,



Barry Pufahl  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary