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## **Columbia County Human Resources Committee Minutes Friday, December 6, 2019**

Committee Members Present: Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck

Excused: Bruce Rashke

Also in Attendance: Vern Gove, James Foley, Tom Borgkvist, Susanna Bradley, Nancy Long, Sheriff Roger Brandner, Amy Yamriska, Dawn Woodard, Katie Day, Becky Mulhern, Kate Young, David Drews, Chris Hardy, Sara Berger, Jessica Hale, Joseph Ruf, Jodi Burmania and Jamie Henriksen

The meeting was called to order by Vice Chair Adam Field 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 Drew. Motion carried.

### Approval of Minutes

Motion by Pufahl to approve meeting minutes from: November 1, 2019 Regular Human Resources Committee; November 12, 2019 Special Human Resources Committee; and Joint Executive and Human Resources Committee, second by Drew. Motion carried.

### Approval of Expenditure Report

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

### Clerk of Courts

- Joseph Ruf III, Corporation Counsel, presented a position replacement request for a Constitutional Office Deputy due to a retirement. Motion by Drew to approve the position replacement request for a Constitutional Office Deputy in the Clerk of Courts, second by Rohrbeck. Motion carried.

### Columbia Health Care Center:

- Amy Yamriska, Director of the CHCC, presented a proposal to pay \$500.00 as a compensation bonus to CNAs who have completed a program through the State of Wisconsin called WisCaregiver Career Recruitment. The CHCC Committee originally approved participating in this program back in 2017. Amy currently has two employees who are close to completing the program and needed the authority to pay them once completed. She has the money in the training budget already. Motion by Drew to approve the \$500.00 compensation bonus for completing the program, second by Pufahl. Motion carried.

### Health & Human Services

- Becky Mulhern, ADRC Director, and Katie Day, Children & Families Division Administrator, presented a 2020 request to increase hours from 37.5 per week to 40.0 hours per week for the Marketing & Outreach Coordinator (ADRC). The additional hours are grant funded from January 2020 through September 2020 and will sunset when the grant ends. Motion by Drew to approve the 2020 increase in hours from 37.5 per week to 40.0 hours per week, second by Rohrbeck. Motion carried.

### Highway & Transportation

- Chris Hardy, Highway Commissioner, 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.

### Management Information Services

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- David Drews, MIS Director, presented a position replacement request for an Applications Manager due to a retirement. Drews also presented an updated position description for the Applications Manager. Discussion by Field that the IS&P Committee supported the idea of hiring for this position early as the current employee has been here over 40 years and has knowledge that can be passed down to a new Applications Manager. Motion by Pufahl to approve the position replacement request and the updated position description for an Applications Manager, second by Rohrbeck. Motion carried.

**Solid Waste**

- Joe Ruf presented a position description for a part time Administrative Assistant that was approved for the 2020 budget. Motion by Drew to approve the position description for a part time Administrative Assistant in Solid Waste, second by Pufahl. Motion carried.

**Sheriff**

- Sheriff Brandner presented a position replacement request for a Dispatcher due to a resignation. This dispatcher moved to the Accounting Department. Motion by Pufahl to approve the position replacement request for a Dispatcher, second by Rohrbeck. Motion carried.
- Sheriff Brandner presented a position replacement request for a Jail Nurse due to a termination. Motion by Drew to approve the position replacement request for a Jail Nurse, second by Rohrbeck. Motion carried.

**CLOSED SESSION**

Motion by Drew 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 [Casual RN Conversion to Part Time Status; Wage Adjustment - Promotion from Patrol Sergeant to Patrol Lieutenant]. Second by Rohrbeck. Committee roll call to go into closed session was unanimous. Committee went into closed session at 8:26 AM.

**OPEN SESSION**

The Committee returned to open session at 8:53 AM.

**Sheriff**

- Motion by Pufahl to approve the wage adjustment to Grade M, Step 10, due to a promotion from Patrol Sergeant to Patrol Lieutenant, second by Rohrbeck. Motion carried.

**Columbia Health Care Center:**

- Motion by Drew to approve Option #2 of the proposal for the Casual RN to receive credit for 8 years of service and prorate benefits at 63%. Benefits would be adjusted annually based on hours worked the prior year, second by Field. Motion carried.

**CLOSED SESSION**

Motion by Pufahl 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 [HHS Employee Grievance]. Second by Drew. Committee roll call to go into closed session was unanimous. Committee went into closed session at 9:05 AM.

**OPEN SESSION**

The Committee returned to open session at 10:21 AM.

**HEALTH AND HUMAN SERVICES**

- Motion by Pufahl to reinstate HHS employee until the end of her original probation period, second by Drew. Motion failed 2-2 with Field and Rohrbeck opposed.
- Motion by Field to deny HHS grievance, second by Rohrbeck. Motion failed 2-2 with Pufahl and Drew opposed.

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- Motion by Pufahl to extend paid leave for HHS grievant, second by Drew with a modification. Motion withdrawn by Pufahl.
- Motion by Drew to place HHS grievant on paid status for 30 days to see if there is a position that can be worked out for her, second by Pufahl. Motion failed 2-2 with Field and Rohrbeck opposed.
- Discussion by Attorney Joe Ruf that HHS grievant will be placed in an unpaid status as of the meeting date. This issue can be brought back to the January HR Committee Meeting.

**Human Resources**

- Ruf stated the transition to Quartz Insurance has been fairly smooth.

The next HR Committee meeting is scheduled for Friday, January 3, 2020, at 8:00 AM at the Administration Building in Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 10:34 AM, second by Pufahl. Motion carried.

Respectfully Submitted,



Dan Drew  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary