

# COLUMBIA COUNTY

Board of Supervisors

112 East Edgewater Street  
Portage, WI 53901

608-742-9654

FAX: 608-742-9602

WEBSITE: [www.co.columbia.wi.us](http://www.co.columbia.wi.us)

## Columbia County Human Resources Committee Minutes Friday, December 7, 2018

Committee Members Present: Bruce Rashke, Adam Field, Dan Drew, Barry Pufahl and Matthew Rohrbeck  
Also in Attendance: Joseph Ruf, Vern Gove, Tom Borgkvist, Amy Yamriska, Janelle Zacho, Kurt Calkins, Greg Kaminski, Roger Brandner, Clint Starks, Stacy Davenport

The meeting was called to order by Chair Bruce Rashke at 8:00 AM and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

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

### Approval of Minutes

Motion by Field to approve meeting minutes from November 2, 2018, 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

Review of 2018 budget analysis year to date. Update on recruitment, 2018 year end and 2019 new year changes are being prepared and implemented by staff.

### HEALTH AND HUMAN SERVICES (HHS)

Clint Starks and Stacy Davenport, presented a new Social Worker position request funded entirely by a grant (NNAI MAT) awarded for 11/1/2018 through 6/30/2019. The position would work with the Columbia County Jail Nurse to assist with medication treatment programs for incarcerated participants. There are multiple grants funding various positions related to medication assisted recovery programs and Davenport expects that will continue. Committee members questioned if the grant would be enough to cover reimbursement for the Sheriff's Office time and role, grant renewal requirements and programs expectations, the monitoring of program success as well as the recidivism rate and will there be advisement back to the Committees upon the grant renewal after it expires June 30, 2019. Motion by Pufahl to approve subject to review by the Public Safety Committee, acceptance of the grant by the Executive Committee, and approval by the Health and Human Services Governing Committee, second by Field. Motion carried.

### SHERIFF

Motion by Pufahl to approve the replacement request for a Jailer due to a retirement and a Deputy to fill the internal promotions based on the election of Detective Lieutenant Roger Brandner to Sheriff, second by Field. Motion carried.

### SOLID WASTE

Motion by Drew to approve the replacement request for a Truck Driver due to a retirement, second by Field. Motion carried.

### CLOSED SESSION

Motion by Rohrbeck 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. [Principal Land Use Planner – wage adjustment; Applications Developer II – wage adjustment; Solid Waste Director – wage adjustment; CHCC - Review position classifications – wage adjustment], second by Pufahl. Committee role call was unanimous to enter into closed session at 8:23 AM.

Human Resources Committee Meeting  
December 7, 2018

**OPEN SESSION**

The Committee returned to open session at 9:14 AM.

**PLANNING & ZONING/LAND & WATER**

Motion by Field to approve the placement of the Land Use Planner on Step 2 in Grade L, second by Drew. Motion carried.

**COLUMBIA HEALTH CARE CENTER (CHCC)**

Motion by Field to approve establishing a compensation schedule specifically for Registered Nurses (RN), Licensed Practical Nurses (LPN), and Certified Nursing Assistants (CNA) at the Columbia Health Care Center, second by Drew. Motion carried.

**SOLID WASTE**

Motion by Pufahl to change the Grade classification and step placement of the Solid Waste Director to Grade Q Step 4, second by Drew. Motion carried.

**HUMAN RESOURCES**

Discussion of information presented on employee turnover. Rashke compared to Department of Labor Statistic information – nation turnover rate is 2.2% – 2.9%. Columbia County is in the range at about 2.4%. Further review may take place in the future.


The next HR Committee meeting is scheduled for Friday, January 4, 2019 at 8:00 AM in the Administration Building Meeting Room 115.

Motion by Rohrbeck to adjourn the meeting at 9:34 AM, second by Field. Motion carried.

Respectfully Submitted,



Dan Drew  
Secretary Human Resources Committee



Jane Bescup  
Recording Secretary