

# 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 Monday, December 12, 2022

Committee Members Present: Adam Field, Keith F. Miller, Steven Rohrbeck, Char Holtan, and Mike Weyh  
Also in Attendance: Judge Voigt, Greg Bisch, Don Nichols, Jason Willemarck, Heather Gove, Greg Kaminski, Susan Raimer, Julie Kayartz, Susan Fisher, Jodi Burmania, and Jamie Henriksen

The meeting was called to order by Chair Field at 4:00 p.m. and was certified to be in compliance with the Wisconsin Open Meetings Law.

### Approval of Agenda

Motion by Miller to approve the agenda, second by Holtan. Motion carried.

### Approval of Minutes

Motion by Miller to approve the November 14, 2022, Regular Human Resources Committee Meeting Minutes, second by Rohrbeck. Discussion. Motion carried.

### Public Input

No public input.

### Approval of Expenditure Report

Motion to approve the report by Field, second by Miller. Motion carried.

### Clerk of Courts:

- Columbia County Clerk of Courts, Susan Raimer, presented a revised position description for the Constitutional Office Deputy, to now be called Deputy Clerk of Courts. Discussion. Motion by Weyh to approve the name change as presented, second by Miller. Motion carried.
- Raimer presented a position replacement request for a Deputy Clerk of Court F.K.A. Constitutional Office Deputy due to a retirement. Motion by Miller to approve the position replacement request for a Deputy Clerk of Court as presented, second by Weyh. Motion carried.

### Facilities Management:

- Facilities Management Director, Jason Willemarck, presented a position replacement request for a Janitor due to a retirement. Motion by Rohrbeck to approve the position replacement request for a Janitor as presented, second by Miller. Motion carried.

### Health & Human Services:

- Director of Health & Human Services, Heather Gove, presented a revised position description for a Clerk Typist. Motion by Miller to approve the revised position description for a Clerk Typist as presented, second by Weyh. Motion carried.
- Gove presented a position replacement request for a Clerk Typist due to a resignation.
- Gove presented a position replacement request for a Public Health Nurse due to a resignation.
- Gove presented a position replacement request for a Public Health Educator due to a resignation.
- Gove presented a position replacement request for an OWI Treatment Court Coordinator due to a resignation. Motion by Miller to approve all of the position replacement requests as presented by Gove, second by Holtan. Motion carried.
- Gove presented a request for authorization to hire two (2) LTEs to help with the workload in the Public Health Division. Motion by Miller to approve the request for authorization to hire two (2) LTEs in the

Human Resources Committee Meeting  
December 12, 2022

Public Health Division for up to eighty (80.0) hours per week until they reach 1200 hours, or until two (2) Public Health Nurses are hired, second by Weyh. Motion carried.

**Register in Probate:**

- Register in Probate, Julie Kayartz, presented a position replacement request for a Deputy Register in Probate due to internal movement with the election of a new Clerk of Courts. Motion by Holtan to approve the position replacement request for a Deputy Register in Probate as presented, second by Weyh. Motion carried.

**Sheriff:**

- Chief Deputy, Greg Bisch, presented a position replacement request for a Jailer due to a resignation. Motion by Miller to approve the position replacement request for a Jailer as presented, second by Holtan. Motion carried.

**Solid Waste:**

- Solid Waste Director, Greg Kaminski, presented a revised position description for the Administrative Secretary. Discussion.
- Kaminski presented a revised position description for the part-time Administrative Assistant. Discussion. Motion by Miller to approve both revised position descriptions as presented, second by Weyh. Motion carried.
- Kaminski presented a position replacement request for a part-time Administrative Assistant due to a resignation. Motion by Miller to approve the position replacement request for a part-time Administrative Assistant as presented, second by Weyh. Motion carried.

**Highway & Transportation:**

- Highway Construction Manager, Don Nichols, presented two (2) position replacement requests for Patrolman positions, both due to resignations. Motion by Weyh to approve both of the position replacement requests for Patrolman positions as presented, second by Miller. Motion carried.

**CLOSED SESSION**

Motion by Miller to enter into closed session pursuant to Wis. Stat. § 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 – Working Mechanics Foreman]. Second by Holtan. Committee roll call to go into closed session was unanimous. Committee went into closed session at 4:27 p.m.

**OPEN SESSION**

Motion by Miller to return to open session. Second by Holtan. The Committee returned to open session at 4:44 p.m.

**Action on Closed Session Item:**

- Motion by Miller to approve the compensation adjustment for the Working Mechanics Foreman as presented in closed session. Second by Weyh. Motion carried.

**Human Resources**

- Jodi Burmania, HR Program Manager, presented a general review of HR Department activities. Hiring continues and the HR staff continues to stay busy with year-end. The final open enrollment for County

Human Resources Committee Meeting  
December 12, 2022

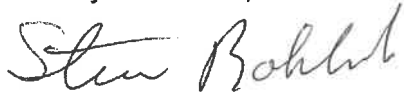
benefits will be wrapping up soon. HR Staff decided to stay with The Standard for the voluntary benefit options for 2023.

- Discussion by Burmania regarding revisions to the General Employee Handbook regarding the use of sick time once a resignation is provided. Staff will have to provide doctor documentation to use sick time after their resignation letter has been accepted. Discussion. Motion by Field to approve the language update as presented, second by Miller. Motion carried.
- Burmania discussed the current promotion rules for any internal promotion as there are issues being encountered. Different options were discussed. This was an informational item only and no action was taken by the Committee.

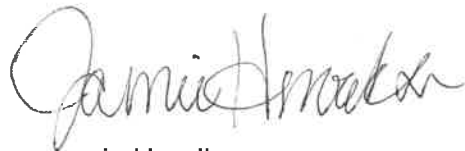
The next HR Committee meeting will be Monday, January 9, 2023, at 4:00 p.m. at the Administration Building in Meeting Room 115.

Motion by Miller to adjourn the meeting at 5:06 p.m., second by Holtan. Motion carried.

Respectfully Submitted,



Steven Rohrbeck  
Secretary Human Resources Committee



Jamie Henriksen  
Recording Secretary