

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
August 14, 2020 – Room 213, West Square Building**

MEMBERS PRESENT: T. Bychinski, C. Gruber, S. Gibson, T. Spencer

OTHERS PRESENT: K. Hodges, D. Bretl, K. Beghin, S. Blodgett, D. Brattset, P. Rego, B. Hazard

MEMBERS ABSENT: S. Detter

ORDER OF BUSINESS. The meeting was called to order by Bychinski at 2:00PM and was certified to be in compliance with the Open Meetings Law.

AMENDED AGENDA. Motion by C. Gruber, second by T. Spencer, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by C. Gruber, second by S. Gibson, to adopt the July Meeting Minutes. **Motion carried.**

MINUTES. Motion by C. Gruber, second by T. Spencer, to adopt the July Meeting Minutes. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

IMMEDIATE RECRUITMENT FOR THREE (3) DINING SITE COORDINATORS. S. Blodgett presented information requesting a three Dining Site Coordinators due to the departure of three Dining Site Coordinators. Motion by C. Gruber to move forward with the recruitment, but not finalize hire until after the Joint Finance, Personnel and Insurance Meeting, second by T. Spencer to approve the recruitment of the three Dining Site Coordinators. **Motion carried.**

IMMEDIATE RECRUITMENT OF ACCOUNTING ASSISTANT LIMITED TERM EMPLOYEE (LTE). K. Beghin presented information requesting a LTE Accounting Assistant to assist with COVID-19 grant reporting and gave overview of the department. Motion by C. Gruber, second by S. Gibson to approve the immediate recruitment of an LTE Accounting Assistant. **Motion carried.**

IMMEDIATE RECRUITMENT OF ACCOUNTING SUPERVISOR. K. Beghin presented information requesting the immediate refilling of the Accounting Supervisor. Motion by C. Gruber to move forward with the recruitment, but not finalize hire until after the Joint Finance, Personnel and Insurance Meeting, second by T. Spencer. **Motion carried.**

IMMEDIATE RECRUITMENT OF CHILD PROTECTIVE SERVICES SOCIAL WORKER. D. Brattset presented information requesting the immediate refilling of the Child Protective Services Social Worker. Motion by C. Gruber to move forward with the recruitment, but not finalize hire until after the Joint Finance, Personnel and Insurance Meeting, second by S. Gibson. **Motion carried.**

IMMEDIATE RECRUITMENT OF PSYCHOTHERAPIST. D. Brattset presented information requesting the immediate refilling of the AODA Mental Health Psychotherapist. Motion by C. Gruber to move forward with the recruitment, but not finalize hire until after the Joint Finance, Personnel and Insurance Meeting, second by T. Spencer. **Motion carried.**

IMMEDIATE RECRUITMENT OF HORTICULTURE INTERN. K. Hodges presented information from UW Extension requesting the immediate refilling of the Horticulture Intern. Motion by C. Gruber to move forward with the recruitment, but not finalize hire until after the Joint Finance, Personnel, and Insurance Meeting, second by S. Gibson. **Motion carried.**

2021 DEPARTMENTAL BUDGET UPDATE. K. Hodges presented preliminary information regarding the 2021 Personnel Budget.

DEPARTMENTAL UPDATE.

K. Hodges presented the monthly workers compensation, insurance claims, and deductibles report highlighting updates to the Safety Manual. Motion by C. Gruber, second by T. Spencer to approve the deductible and claim. **Motion carried.** Then the monthly activities report was presented including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information. As discussed last month, the department is continuing with wellness items and the policy review. Current 2020 vacancies were discussed. Motion by T. Spencer, second by C. Gruber, to approve the monthly reports, deductibles, and invoices as presented. **Motion carried.**

Motion by S. Gibson, second by C. Gruber to **CONVENE IN CLOSED SESSION PURSUANT TO THE EXEMPTION CONTAINED IN WIS. STAT. 19.85 (1) (c) FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY:** INTERIM ADMINISTRATIVE COORDINATOR'S REQUEST TO RECOMMEND TO THE COUNTY BOARD THE PROMOTION OF K. HODGES TO THE HUMAN RESOURCES DIRECTOR POSTION, EFFECTIVE IMMEDIATELY UPON THE APPROVAL OF THE SAUK COUNTY BOARD OF SUPERVISORS. Roll Call, T. Bychinski-Aye, C. Gruber-Aye, T. Spencer-Aye, S. Gibson-Aye.

RECONVENED IN OPEN SESSION TO TAKE ACTION ON THE CLOSED SESSION ITEM STATED ABOVE. Motion by T. Bychinski second by C. Gruber to recommend promoting K. Hodges to the Human Resources Director to the Sauk County Board of Supervisors. **Motion carried.**

Motion by C. Gruber, second by S. Gibson to adjourn until September 4, 2020 at 2:00PM. **Motion carried.**

MEETING ADJOURNED AT 3:05 PM.

Respectfully submitted,

Signed by S. Gibson, Secretary