

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
May 4, 2012 - Room 213, West Square Building**

MEMBERS PRESENT: T. Meister, P. Tollaksen, H. Netzing, S. Alexander, C. Held

OTHERS PRESENT: M. Posewitz, B. Demars, K. Gochanour

ORDER OF BUSINESS. The meeting was called to order by Meister at 1:00 P.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by P. Tollaksen, second by H. Netzing, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by H. Netzing, second by P. Tollaksen, to approve the April 13, 2012, regular business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. None.

ELECTION OF OFFICERS:

T. Meister called for nominations from the members present for the office of Personnel Committee Chair.

Motion by P. Tollaksen, second by H. Netzing, to nominate T. Meister, for Personnel Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by H. Netzing, second by S. Alexander, to close the nominations and elect T. Meister Personnel Committee Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Vice -Chair. H. Netzing, second by T. Meister to nominate P. Tollaksen for the office of Vice-Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by T. Meister, second by H. Netzing to close the nominations and elect P. Tollaksen as Personnel Committee Vice-Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Secretary. H. Netzing, second by S. Alexander to nominate C. Held for the office of Secretary. Second call for nominations. None. Third call for nominations. None.

Motion by P. Tollaksen, second by H. Netzing, to close the nominations and elect C. Held, Personnel Committee Secretary. **Motion carried.**

COUNTY CLERK. B. Demars appeared to request market adjustments for the Deputy County Clerk positions. The duties and responsibilities have evolved over time, specifically with additional canvassing responsibilities and number of special elections. The dollars for the market adjustments are allocated in the 2012 budget. Motion by H. Netzing, second by P. Tollaksen, to approve the market adjustment for Deputy County Clerk position from grade four to grade six of the clerical scale effective upon passage. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request re-titling of position of Chief Engineer to Facilities Operations Manager. The prior title was created for the responsibilities of the former facility and there will be no affiliated pay adjustment. Motion by H. Netzing, second by S. Alexander, to re-title the position of Chief Engineer to Facilities Operations Manager. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz distributed departmental budget numbers and activity report for the month including meetings, recruitments, terminations, labor activities and benefits information. The Committee also discussed the potential of participating in a labor market analysis conducted by Carlson Dettmann. The overall cost will not exceed \$5,000 and carryover funds will be utilized. Posewitz presented the Committee with the monthly unemployment statistics, wellness program initiatives and deferred compensation alternatives.

Motion by P. Tollaksen, second by H. Netzing, to accept the Departmental Update and approve the bills in the amount of \$1,967. **Motion carried.**

Motion by S. Alexander, second by P. Tollaksen, to adjourn until June 12, 2012, at 4:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:15 P.M.

Respectfully submitted,

Signed by: Carol Held, Secretary