

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
April 13, 2012 - Room 213, West Square Building**

MEMBERS PRESENT: A. Lombard, H. Netzing, J. Lane, T. Meister, P. Tollaksen

OTHERS PRESENT: K. Calkins, R. Steinhurst, P. Barrett, J. Tobin, J. Spencer, M. Posewitz, K. Schauf, C. Meister, M. Krueger

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 J. Lane, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by A. Lombard, second by H. Netzing, Lombard, to approve the March 9, 2012, regular business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. None.

DISTRICT ATTORNEY. P. Barrett appeared to request ability to conduct recruitment for vacant Office Manager position within the District Attorney's Office. The District Attorney believes the position is necessary to maintain continuity of operations and is currently budgeted for 2012. Motion by J. Lane, second by P. Tollaksen, to conduct recruitment for vacant District Attorney Office Manager position. A. Lombard-Nay; H. Netzing- Nay. **Motion carried.**

SHERIFF'S DEPARTMENT. C. Meister presented request to revise minimum requirements/qualifications for the job classification of Patrol Deputy. The intent is to increase minimum standards to back to 60 college credits. Motion by A. Lombard, second by P. Tollaksen, to approve change in minimum requirements for Patrol Deputy job classification as presented. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request reclassification of vacant Environmental Services Manager to Environmental Services Supervisor, changing the respective pay rate to grade seven of the non-represented employee scale effective upon passage. Motion by A. Lombard, second by H. Netzing, to reclassify the position as presented. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request internal promotion of T. Woirol into vacant Environmental Services Supervisor position. Motion by J. Lane, second by H. Netzing, to approve internal promotion as presented, effective upon passage. **Motion carried.**

AFSCME LOCAL 360 SIDE LETTER. M. Posewitz presented information regarding four day workweek side letter agreement on behalf of the Highway Commissioner. Motion by P. Tollaksen, second by J. Lane, to approve the AFSCME Local 360 Four Day Workweek side letter as presented. **Motion carried.**

CLOSED SESSION PERFORMANCE APPRAISAL. Motion J. Lane, second by P. Tollaksen, to enter into closed session pursuant to Wis. Stats. § 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.

Roll Call vote was taken: Meister-Aye, Tollaksen-Aye, Netzing-Aye, Lombard-Aye. Lane-Aye. **Motion Carried.**

Motion by A. Lombard, second by H. Netzing, to reconvene in open session. **Motion carried**

PERSONNEL POLICIES. M. Posewitz presented the draft Personnel Policies and Procedures for employees. The document is a compilation of existing policies and new policies will be distributed and placed on intranet/internet. Discussion ensued. Motion by A. Lombard, second by J. Lane, to approve the Personnel Policies and Procedures as presented. **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 potential carryover requests. Posewitz presented the Committee with the monthly unemployment statistics and wellness program initiatives.

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 A. Lombard, second by P. Tollaksen, to adjourn until May 4, 2012, at 1:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:10 P.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary