

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
March 9, 2012 - Room 213, West Square Building**

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

OTHERS PRESENT: M. Cook, K. Fults, J. Spencer, V. Meister, M. Posewitz, K. Schauf, T. Vandre, C. Bodendein, S. Dadam, P. Murray, C. Bodendein, C. Warwick, S. Bach

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 A. Lombard, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by J. Lane, second by H. Netzing, Lombard, to approve the January 13, 2012, regular business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. None.

CLERK OF COURTS. V. Meister appeared to request ability to conduct recruitment for vacant Deputy Clerk of Courts position. The vacant position has been allocated as part of 2012 budget. The position is responsible for front office coverage, tax intercept, hearings, etc. Motion by J. Lane, second by H. Netzing to conduct recruitment for vacant Deputy Clerk of Courts position. Meister abstains. Lombard-Nay. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to internally promote S. Borchert into the Public Health Technician project position. Motion by H. Netzing, second by A. Lombard, to approve internal promotion as presented effective upon passage. **Motion carried.**

AFSCME LOCAL 252 GRIEVANCE. S. Dadam appeared to present grievance information on behalf of AFSCME Local 252 regarding holiday pay. M. Posewitz distributed applicable language from the collective bargaining agreement. Chief Deputy Fults and Lt. Spencer addressed past practice and typical practices for the Sheriff's Department. The individual received the appropriate amount of compensation for the holiday in question. Motion by P. Tollaksen, second by H. Netzing to deny the holiday pay grievance (SD 2011-01). **Motion carried.**

INTERN POSITION. M. Posewitz presented information with regard to request for human resources intern for the summer months. Prefer third or fourth year student to assist with number of ongoing items. Motion by H. Netzing, second by A. Lombard, to create Personnel (HR) intern position as presented. **Motion carried.**

VACANT POSITION AUDITS. Supervisor Lombard requested the vacant position audit be reviewed based on the January agenda item. M. Posewitz presented information with regard to process for vetting vacant position requests and the use of attrition. Currently we use a hybrid of following Chapter 13 combined with Committee review of requests. Proposed approach would allow for administrative review/approval then if discrepancy regarding refilling of vacancy proceed to Committee level. Would continue to address new position and reclassification requests as part of budget process when the need arises to allow for greater flexibility. Discussion ensued. Motion by A. Lombard, second by P. Tollaksen, to change process for vacant position audits 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 P. Tollaksen, second by J. Lane, to adjourn until April 13, 2012, at 1:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:00 P.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary