

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
February 10, 2012 - Room 213, West Square Building**

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

OTHERS PRESENT: M. Posewitz, K. Gochanour, K. Schauf, D. Brattset, B. Demars, S. Box, T. Vandre, C. Bodendein, C. Warwick, S. Pate, T. Tyczynski

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

COMMUNICATIONS. None.

ADRC. T. Vandre appeared for travel request in excess of 300 miles for ADRC Leadworker to attend Alliance of Information and Referral Systems conference in New Orleans, Louisiana. Motion by A. Lombard, second by P. Tollaksen, to approve travel request as presented. **Motion carried.**

ADRC. T. Vandre appeared to request classification change of Nutrition and Prevention Specialist position. Proposing Grade 8 of non-represented employee scale, requires bachelor's degree and a registered dietician. Motion by P. Tollaksen, second by A. Lombard, to change classification of Nutrition and Prevention Specialist as presented effective upon passage. **Motion carried.**

ADRC. T. Vandre appeared to request ability to conduct recruitment for two vacant part-time Van Driver project positions. Positions have already been budgeted in the 2012 budget process. Motion by H. Netzing, second by A. Lombard, to approve recruitment as presented based on adequate funding. P. Tollaksen - Nay. A. Lombard - Nay. **Motion carried.**

COUNTY CLERK. M. Posewitz presented information on behalf of the County Clerk regarding request to reclassify position and conduct subsequent recruitment for Deputy County Clerk position. The preference is to have two positions in the same classification for greater continuity within the office. There would also be additional savings with reclassification of position to Grade Four of the WPPA (Clerical) scale. Motion by P. Tollaksen, second by H. Netzing to approve reclassification of position and conduct recruitment for Deputy County Clerk position as presented. **Motion carried.**

COUNTY CLERK. B. Demars appeared to request market adjustment of existing Deputy County Clerk position to maintain parity between positions. Motion by A. Lombard, second by H. Netzing, to approve market adjustment of Deputy County Clerk to Grade Four of the WPPA (Clerical). **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request internal promotion of current interim Business Manager at the Health Care Center. It is anticipated with the internal promotion the facility would experience a savings of approximately \$56,000. Motion by H. Netzing, second by A. Lombard, to approve internal promotion as presented effective upon passage. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request extension of Dietary limited term employee an additional 12 months. Motion by J. Lane, second by P. Tollaksen, to extend limited term employee as presented. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request extension of Environmental Services limited term employee an additional 12 months. Motion by H. Netzing, second by P. Tollaksen, to approve limited term extension as presented. **Motion carried.**

HUMAN SERVICES. D. Brattset appeared to request ability to conduct recruitment for vacant Psychotherapist position. Funds are allocated in the 2012 budget for this position. Motion by H. Netzing, second by A. Lombard, to conduct recruitment for vacant Psychotherapist position as presented. **Motion carried.**

HUMAN SERVICES. S. Box appeared to request travel in excess of 300 miles for two employees to attend the CMHC National User Group Conference in New Orleans, Louisiana. The dollars are allocated as part of the 2012 budget. Motion by A. Lombard, second by J. Lane, to approve travel request as presented. **Motion Carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to create Public Health Technician project position. Currently the duties of the position are being handled by a limited term employee. Specific duties include immunizations and related record keeping requirements. The position is funded with grant dollars. Motion by A. Lombard, second by P. Tollaksen, to create Public Health Technician project position as presented, contingent upon continued grant funding. **Motion carried.**

VETERANS. T. Tyczynski appeared to request travel in excess of 300 miles to attend the National County Veterans Service Officer Annual Convention in Atlantic City, New Jersey. The affiliated expenses have been budgeted. Motion by A. Lombard, second by J. Lane, to approve the travel request as presented. **Motion carried.**

CLOSED SESSION COLLECTIVE BARGAINING STRATEGY. Motion J. Lane, second by A. Lombard, to enter into closed session pursuant to Wis. Stats. § 19.85(1)(e), deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

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

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

MIS. S. Pate appeared to request summer intern position for the MIS Department. It is anticipated the intern would work on systems policies and completion of outstanding projects. Motion by P. Tollaksen, second by A. Lombard, to create MIS intern position as presented. **Motion carried.**

WCA WHOLE LIFE POLICY. Item was referred to Committee from the January County Board meeting. Discussion ensued. Motion by P. Tollaksen, second by A. Lombard, not to accept whole life plans as offered by WCA. **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 options for the Surveyor position, the next term of office for elected officials and carryover requests. Posewitz presented the Committee with the monthly unemployment statistics and wellness program initiatives.

Motion by H. Netzingen, second by P. Tollaksen, to accept the Departmental Update and approve the bills in the amount of \$1,248. **Motion carried.**

Motion by P. Tollaksen, second by A. Lombard, to adjourn until March 9, 2012, at 1:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:50 P.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary