

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

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

**OTHERS PRESENT:** M. Posewitz, K. Gochanour, B. Michalek, K. Schauf, R. Meister, L. Geoghegan, B. Cunningham, S. Muchow, E. Scanlan, D. Brattset

**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.** J. Lane, second by A. Lombard, to approve the December 1, 2011, regular business meeting minutes as sent. **Motion carried.**

**COMMUNICATIONS.** None.

**SHERIFF'S DEPARTMENT.** R. Meister appeared for travel request in excess of 300 miles for the National Sheriff's Convention in Longmont, Colorado. The majority of the affiliated expenses are paid. Motion by P. Tollaksen, second by H. Netzing, to accept travel request as presented. **Motion carried.**

**CONSERVATION PLANNING AND ZONING.** B. Michalek presented information with regard to request to conduct recruitment for vacant Environmental Specialist position (previously titled Conservation Technician). The dollars were allocated as part of the 2012 budget process. The job description has been modified and retitled to better suit the needs of the combined departments. Motion by P. Tollaksen, second by J. Lane, to conduct recruitment for Environmental Specialist position. **Motion carried.**

**CONSERVATION PLANNING AND ZONING.** B. Michalek appeared to request extension of Conservationist limited term employee. The position is funded through federal dollars for completion of the Clark Creek project. Motion by A. Lombard, second by J. Lane, to extend Conservationist limited term employee through December 31, 2012. **Motion carried.**

**CONSERVATION PLANNING AND ZONING.** B. Michalek appeared to request extension of intern position through the end of the year. The change would allow for more consistency and would not hire two additional summer interns for 2012. Motion by P. Tollaksen, second by H. Netzing to approve current intern position until December 31, 2012. **Motion carried.**

**HEALTH CARE CENTER.** K. Gochanour appeared to request three, Registered Nurse project positions for up to 18 months to accommodate current staffing issues. Motion by H. Netzing, second by P. Tollaksen to create the three project positions as presented. **Motion Carried.**

**HEALTH CARE CENTER.** K. Gochanour appeared to request a .10 cent per hour increase for the four Activity Therapy Aides. The item was previously allocated as part of 2012 budget. Motion by H. Netzing, second by P. Tollaksen, to approve the wage increase I just as presented effective the second pay period in January 2012. **Motion carried.**

**HIGHWAY.** S. Muchow appeared to present information regarding request to conduct recruitment for vacant Skilled Laborer position. The position is allocated as part of 2012 budget process. Motion by P. Tollaksen, second by A. Lombard, to conduct recruitment for vacant Skilled Laborer position as presented. **Motion carried.**

**HUMAN SERVICES.** D. Brattset and E. Scanlan appeared to request ability to conduct recruitment for vacant psychiatric nurse (part-time) position. The position is currently allocated in the 2012 budget and will most likely be filled with employee on layoff status. Motion by J. lane, second by H. Netzing, to conducted recruitment for vacant Psychiatric Nurse position. **Motion carried.**

**TREASURER.** L. Geoghegan appeared to request extension of Accounting Assistant limited term employee an additional 12 months. The extension is necessary to assist with the implementation of the new tax system. Motion by. A. Lombard, second by H. Netzing, to extend limited term employee as requested. **Motion carried.**

**VACANT POSITION AUDITS AND 2013 BUDGET PROCESS.** 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. Discussion ensued. Committee prefers to continue to hear all vacant position requests. Plan to address new position and reclassification requests as part of budget process when the need arises to allow for greater flexibility.

**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 and next term of office for elected officials. Posewitz presented the Committee with the monthly unemployment statistics and wellness program initiatives.

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

Motion by A. Lombard, second by J. Lane, to adjourn until February 10, 2012, at 1:00 p.m. for regular business meeting. **Motion carried.**

**MEETING ADJOURNED AT 2:25 P.M.**

*Respectfully submitted,*

*Signed by: Andrea Lombard, Secretary*