

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
Thursday, December 1, 2011 - 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, P. Murray, K. Schauf, T. Stieve

ORDER OF BUSINESS. The meeting was called to order by Meister at 3:00 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 A. Lombard, second by J. Lane, to approve the November 11, 2011, regular business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. None

EMBS. T. Stieve appeared on behalf of the Emergency Management Director for travel request to attend training in Emmitsburg, MD, regarding Foundations of Emergency Management. All expenses are paid for with exception of salary. Motion by A. Lombard, second by J. Lane, to authorize travel request as presented. **Motion carried.**

CONSERVATION PLANNING AND ZONING. B. Michalek presented plans for continued restructure of the combined departments. Included in the restructure is the retitling/reallocating of job duties and market adjustment for B. Cunningham to reflect actual job duties. The combined departments have eliminated four positions since 2010. Motion by P. Tollaksen, second by J. Lane, to retitle position of Environmental Zoning Technician to Assistant Conservation, Planning and Zoning Director with applicable market adjustment to Grade 14, Step 4, effective January 1, 2012. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour appeared to request market adjustment for current Receptionist position. The position has taken on additional duties as result of the vacancy of another position. To next pay grade effective upon passage, Motion by P. Tollaksen, second by A. Lombard, to approve market adjustment for Receptionist from Grade 5A to Grade 5B effective upon passage. **Motion carried.**

PERSONNEL ORDINANCE. M. Posewitz presented changes to Chapter 13 of the Sauk County Code of Ordinances including grievance procedures, health insurance and WRS language. Motion by P. Tollaksen, second by A. Lombard, to approve the changes to Chapter 13 of the Sauk County Code of Ordinances as presented. **Motion carried.**

ADULT DEPENDENT HEALTH INSURANCE. M. Posewitz presented guidelines for taxation of adult dependents that remain on health insurance up to age 26. Effective January 1, 2012, adult dependents between 26 and 27 not covered by current health care provider. Motion by A. Lombard, second by P. Tollaksen, to align adult dependent definition consistent with state law and health insurance provider contract for qualified adult dependent to stop at age 26 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. 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 \$2,681. **Motion carried.**

Motion by A. Lombard, second by H. Netzing, to adjourn until January 13, 2012, at 1:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 4:07 P.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary