

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
Friday, September 9, 2011 - Room 213, West Square Building**

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

**OTHERS PRESENT:** M. Posewitz, T. Vandre, K. Schauf, L. Roundy, D. Brattset, S. Boesl

**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 J. Lane, second by A. Lombard, to adopt the agenda. **Motion carried.**

**MINUTES.** Motion by A. Lombard, second by H. Netzing, to approve the August 5, 2011, minutes of the regular business meeting and special meeting minutes of the joint Finance/Personnel meeting as sent. **Motion carried.**

**COMMUNICATIONS.** K. Schauf presented information from the TMG workgroup regarding various departmental structure compilations. Schauf also discussed preliminary budget numbers; the Finance Committee hearings will take place at the end of the month.

**ADRC.** T. Vandre appeared to request the ability to conduct recruitment for vacant Mobility Operations Manager (project position). Planning to reallocate some of the job duties, position funded through grant dollars. The project position will be non-represented with additional management responsibilities in grade eight of the non-represented employee wage matrix. The position is responsible for the compilation of grant sources and overall management of the transit system. Motion by J. Lane, second by H. Netzing, to approve project position as presented contingent upon secured funding. A. Lombard – Nay. **Motion carried.**

**ADRC.** T. Vandre appeared to request the ability to create an Aging Disability Specialist (project position). Position is funded regionally through grant dollars. Motion by J. Lane, second by H. Netzing second, to approve recruitment for Aging Disability Specialist project position as presented contingent upon secured funding. **Motion carried.**

**ADRC.** T. Vandre appeared to request the ability to conduct recruitment for Program Assistant position. Position was re-titled, moved to lower pay grade (grade three of clerical scale) and duties reallocated. Motion by J. Lane, second by A. Lombard, to approve recruitment as requested. **Motion carried.**

**RESOLUTION AUTHORIZING THE HIGHWAY DEPARTMENT TO ELIMINATE ONE FULL TIME BOOKKEEPER POSITION AND CREATE ONE FULL TIME PATROLMAN POSITION OUTSIDE THE 2011 BUDGET PROCESS.** M. Posewitz appeared on behalf of the Highway Commissioner to request structural position changes within the Department. Motion by H. Netzing, second by P. Tollaksen, to approve resolution as presented. **Motion carried.**

**HUMAN SERVICES.** D. Brattset and S. Boesl appeared to request the ability to conduct recruitment for vacant Program Support Specialist position due to retirement. Position is currently allocated as part of 2012 budget request. Motion by A. Lombard, second by J. Lane, to approve position as requested. **Motion Carried.**

**RESOLUTION ESTABLISHING THE 2012 HEALTH INSURANCE PROGRAM.** M. Posewitz presented information with regard to annual health insurance renewal. Dean Health Plan was the sole bid received for 2012. DHP is unable to separate retiree group at this juncture, will need to be addressed in future years.

Motion by J. Lane, second by A. Lombard, to approve the Health Insurance Program for 2012. Meister – Nay.  
**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 J. Lane, to accept the Departmental Update and 2012 departmental budget as presented and to approve the bills in the amount of \$3,070. **Motion carried.**

Motion by A. Lombard, second by J. Lane, to adjourn until September 30, 2011, at 1:00 p.m. for special business meeting. **Motion carried.**

**MEETING ADJOURNED AT 4:55 P.M.**

*Respectfully submitted,*

*Signed by: Andrea Lombard, Secretary*