

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
Friday, September 30, 2011 - Room 213, West Square Building**

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

EXCUSED: P. Tollaksen

OTHERS PRESENT: M. Posewitz, B. Orth, S. Pate, J. Arendsee, S. Muchow, T. Liebman, K. Schauf

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 H. Netzing, second by J. Lane, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by J. Lane, second by A. Lombard, to approve the September 9, 2011, minutes of the regular business meeting as sent. **Motion carried.**

COMMUNICATIONS. None

MIS. S. Pate presented information with regard to request for Network Support Specialist market adjustment for internal equivalency between job classifications. Motion by A. Lombard, second by J. Lane, to approve market adjustment of Network Support Specialist to Grade 10, Step 6, of the non-represented employee scale effective the first pay period in November 2011. **Motion carried.**

MIS. S. Pate appeared to request increase of on-call compensation for the individuals required to provide coverage on the weekends, holidays outside of regular office hours. Overall workload has increased, required to provide weekend coverage to certain departments. Motion by H. Netzing, second by J. Lane, to increase MIS on-call compensation to \$35 for regular week days and \$50 for weekend days and holidays to begin with the second pay period in November 2011. **Motion carried.**

HIGHWAY. S. Muchow appeared to request ability to conduct recruitment for vacant Parts Person position due to recent retirement. The position has been budgeted for in 2012. Motion by H. Netzing, second by A. Lombard, to approve recruitment as requested. **Motion carried.**

HIGHWAY. S. Muchow appeared to request ability to reallocate job duties and provide for market adjustment for Timekeeper position. Position will be retitled to Recordkeeper and moved to Grade 8 of the AFSCME Local 360 wage scale effective the second pay period in October 2011. Motion by J. Lane, second by A. Lombard, to approve changes to position as presented. **Motion carried.**

HUMAN SERVICES. B. Orth and J. Arendsee appeared to request ability to conduct recruitment for two vacant Economic Support Technicians. Positions are both allocated as part of 2012 budget request. Motion by J. Lane, second by H. Netzing, to approve positions as requested. **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, Netzing-Aye, Lombard-Aye, Lane-Aye. **Motion Carried.**

Motion by H. Netzing, second by J. Lane, to reconvene in open session. **Motion carried.**

EMPLOYEE GRIEVANCE PROCEDURES. M. Posewitz and T. Liebman presented draft Employee Grievance Procedures Policy as result of changes BRB/Act10/Act 32. The procedures will replace prior process; will apply to all non-represented employees and represented employees as collective bargaining agreements expire. Motion by H. Netzing, second by A. Lombard, to approve Employee Grievance Procedures Policy as presented. **Motion carried.**

EMPLOYEE STANDARDS OF CONDUCT POLICY. M. Posewitz presented the Employee Standards of Conduct Policy. The policy will be applicable to all employees and is intended to compliment the grievance procedures. Motion by J. Lane, second by H. Netzing, to approve Employee Standards of Conduct Policy. **Motion Carried.**

Motion by J. Lane, second by T. Meister, to adjourn until November 4, 2011, at 1:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 3:05 P.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary