

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
Friday, July 15, 2011 - Room 213, West Square Building**

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

OTHERS PRESENT: V. Meister, L. Geoghegan, J. Brandt, C. Bodendein, M. Lohr, J. Smidl, S. Muchow, M. Posewitz

ORDER OF BUSINESS. The meeting was called to order by Meister at 8:30 A.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by A. Lombard, second by P. Tollaksen, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by A. Lombard, second by H. Netzing, to approve the June 7, 2011, minutes of the regular business meeting minutes meeting as sent. **Motion carried.**

COMMUNICATIONS. Addressed letter from Health Care Center employee, no action taken.

SHERIFF'S DEPARTMENT. M. Posewitz appeared on behalf of the Sheriff, to request ability to extend current Telecommunicator (911) eligibility list an additional six months from expiration date. Motion by P. Tollaksen, second by A. Lombard, to extend eligibility list as presented. **Motion carried.**

CLERK OF COURTS. V. Meister presented information regarding current Deputy Clerk of Courts vacancy and request for extension of limited term employee currently filling said vacancy. Motion by P. Tollaksen, second by A. Lombard, to extend current limited term employee to be reviewed in one year. Meister abstains. **Motion carried**

PUBLIC HEALTH. C. Bodendein, appeared before the committee for consideration of resolution eliminating vacant Dietetic Technician and create part-time Registered Dietician project position outside of the 2011 budget process. Motion by J. Lane, second by H. Netzing, to approve resolution as presented. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared before the committee to request the ability to conduct recruitment for vacant Environment Health Technician project position. Position is currently funded through 2012 with grant dollars. Motion by P. Tollaksen, second by J. Lane, to approve recruitment for vacant Environmental Health Technician project position as presented. **Motion carried.**

PUBLIC HEALTH. C. Bodendein and M. Lohr appeared before the Committee to request internal promotion of current limited term employee into vacant Environmental Health project position. Motion by A. Lombard, second by H. Netzing, to approve internal promotion as presented. **Motion carried.**

HIGHWAY. S. Muchow appeared to request ability to conduct recruitment for vacant Welder position. Position is currently allocated as part of 2011 budget. Motion by P. Tollaksen, second by J. Lane, to conduct recruitment for Welder position as presented. **Motion carried.**

HEALTH CARE CENTER. J. Brandt appeared on behalf of the Nursing Home Administrator to request ability to conduct recruitment for vacant Environmental Services Supervisor position. Position was reclassified in 2010 and currently supervises both housekeeping and laundry functions for the facility. Motion by J. Lane, second by H. Netzing, to conduct recruitment for Environmental Services Supervisor at the Health Care Center. **Motion carried.**

NON-REPRESENTED EMPLOYEE WAGE ADJUSTMENT FOR 2012. M. Posewitz provided preliminary information regarding non-represented employee wage adjustment for 2012. Money has been budgeted to conduct a classification and compensation study for the non-represented employees. The Finance

Committee requested to meet jointly with Personnel Committee in early August regarding issue. No action taken.

DEPARTMENTAL UPDATE: M. Posewitz distributed the activity report for the month including meetings, recruitments, terminations, labor activities and benefits information. Posewitz presented the Committee with the monthly unemployment statistics, wellness program initiatives, process for 2012 health insurance renewal, updates on the department budget and Act 10/Budget Repair Bill. Based on number of reclassification/new position requests will need to schedule joint meeting with Finance in July/August. Motion by P. Tollaksen, second by H. Netzing, to accept the Departmental Update as presented and to approve the bills in the amount of \$4,902. **Motion carried.**

Motion by A. Lombard, second by P. Tollaksen, to adjourn until August 5, 2011, at 8:00 a.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 9:45 A.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary