

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
Friday, December 10, 2010 - Room 213 West Square Building**

Members Present: A. Lombard, H. Netzing, J. Lane, P. Tollaksen; T. Meister

Others Present: L. Geohagen, R. Meister, M. Hafemann, C. Bodendein, C. Warwick, M. Krueger, T. Vandre, M. Papara, K. Schauf

ORDER OF BUSINESS. The meeting was called to order by T. Meister at 8:15 A.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 H. Netzing, to approve the November 3, 2010, minutes of the regular business meeting minutes meeting as sent. **Motion carried.**

COMMUNICATIONS. None

PUBLIC HEALTH. C. Bodendein presented request to create project position of Environmental Health Technician. The position is funded through grant dollars and necessary due to other vacancies within the department. Motion by J. Lane, second by H. Netzing, to approve project position as presented to be reviewed in 12 months. **Motion carried.**

PUBLIC HEALTH. C. Bodendein presented information regarding request for Medical Assistant/RN limited term employee. Temporary position funded through grant dollars, receives no benefits and assists the dental hygienist with the school systems. Motion by J. Lane, second by H. Netzing, to approve the limited term employee for six months. **Motion carried.**

TREASURER. L. Geoghegan requested the extension of limited term employee for one year to be reviewed in December 2011. Motion by P. Tollaksen, second by A. Lombard, to extend limited term employee as presented. **Motion carried.**

AFSCME LOCAL 252. N. Rainford presented information regarding grievance No.2010-01, regarding Article 4.04(d). Motion by P. Tollaksen, second by H. Netzing, to deny grievance No. 2010-01. **Motion carried.**

AFSCME LOCAL 252. N. Rainford presented information regarding grievance No.2010-14, regarding disciplinary action. Motion by P. Tollaksen, second by J. Lane, to deny grievance No. 2010-14. **Motion carried.**

CLOSED SESSION EMPLOYEE GRIEVANCES. Motion P. Tollaksen, second by H. Netzing, to enter into closed session pursuant to Wis. Stats. § 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations to include those individuals present that are specifically germane to the business being addressed. Roll Call vote was taken: Meister-Aye, Tollaksen-Aye, Netzing-Aye, Lombard- Aye. Lane-Aye. **Motion Carried.**

Motion by P. Tollaksen, second by H. Netzing, to reconvene in open session. **Motion carried.**

AFSCME LOCAL 252 SIDE LETTER (NON SWORN UNIT). M. Posewitz presented information regarding proposed uniform allowance/policy side letter between Sauk County and AFSCME Local 252. Motion by J. Lane, second by P. Tollaksen, to accept side letter as presented. **Motion carried.**

ADRC. T. Vandre presented information regarding the request to conduct recruitment for vacant Nutrition and Prevention Specialist; the congregate meals program supports funding for the position. Motion by H. Netzing, second by A. Lombard, to conduct recruitment for Nutrition and Prevention Specialist position as presented. **Motion carried.**

PERFORMANCE APPRAISAL. K. Schauf distributed draft format of restructure of the Department Head performance appraisal process/forms. The Administrative Coordinator will continue to work on the structure with the Personnel Director and update the Personnel Committee upon completion. **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, updates on the department budget and other issues. Dates will be scheduled to conduct an additional mediation session with the AFSCME groups. Committee was also updated regarding progress of the Ad Hoc Committee formed for the potential consolidation of Planning and Zoning, Land Conservation Departments. Consensus from the group to combine departments, as well as positions with one Department Head. Recruitment will most likely be conducted for the Department Head position. Motion by J. Lane, second by P. Tollaksen, to accept the Departmental Update as presented and to approve the bills in the amount of \$627.00. **Motion carried.**

Motion by A. Lombard, second by P. Tollaksen, to adjourn until Friday, January 14, 2011, at 3:00 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 10:42 A.M.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary