

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
Tuesday, May 11, 2010 - Room 213 West Square Building**

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

Excused – P. Tollaksen

Others Present: M. Posewitz, K. Schauf, L. Geohagen, B. Mielke, V. Meister, C. Bodendein, D. Brattset, B. Hinze, A. Kleczek, K. Beghin, L. Horkan

ORDER OF BUSINESS: The meeting was called to order by T. Meister at 3:15 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 H. Netzing, second by A. Lombard, to approve the April 19, 2010, minutes of the regular business meeting as sent. **Motion carried.**

ELECTION OF OFFICERS:

T. Meister called for nominations from the members present for the office of Personnel Committee Chair.

Motion by H. Netzing, second by J. Lane, to nominate T. Meister, for Personnel Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by H. Netzing, second by A. Lombard, to close the nominations and elect T. Meister Personnel Committee Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Vice -Chair. H. Netzing, second by J. Lane, to nominate P. Tollaksen for the office of Vice-Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by T. Meister, second by H. Netzing, to close the nominations and elect P. Tollaksen as Personnel Committee Vice-Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Secretary. H. Netzing, second by T. Meister, to nominate A. Lombard for the office of Secretary. Second call for nominations. None. Third call for nominations. None.

Motion by H. Netzing, second by T. Meister, to close the nominations and elect A. Lombard, Personnel Committee Secretary. **Motion carried.**

Call to order Joint Meeting with Finance Committee at 3:15 p.m. (see joint agenda).
Reconvened to regular business meeting at 5:00.

VACANT POSITION AUDITS. M. Posewitz presented information regarding the vacant position audit process as adopted by the prior Personnel Committee in accordance with SCCO §13.31. A moratorium was placed on vacant position requests unless receive authorization from the Committee. Plan to continue on with practice going forward. M. Posewitz will develop form/process for position requests to be acted on in June.

PUBLIC HEALTH. C. Bodendein presented information regarding a request to conduct recruitment for vacant Public Health Nurse. The position has been budgeted for in 2010 and is partially funded through grant dollars. Motion by H. Netzing, second by J. Lane, to conduct recruitment for Public Health Nurse as presented. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour presented information regarding a request to create Dietary project position for 18 months to adequately assess staffing needs. Motion by H. Netzing, second by J. Lane, to conduct create dietary position an additional 18 months. **Motion carried.**

HEALTH CARE CENTER. K. Gochanour presented information regarding a request to create two, combined Housekeeping/Laundry project positions for a period of 18 months. Motion by J. Lane, second by H. Netzing, to create two Housekeeping/Laundry project positions not to exceed 18 months. **Motion carried.**

ADRC. Item postponed pending additional caseload information.

HUMAN SERVICES. D. Brattset presented information regarding a request to conduct recruitment for vacant RN Case Manager position. Position is currently funded 100% through Family Care. Motion by H. Netzing, second by A. Lombard, to conduct recruitment for vacant RN Case Manager position. **Motion carried.**

SHERIFFS DEPARTMENT. M. Posewitz presented information regarding a request to extend current Jailer eligibility list until July 31, 2010, pending County Board action in June to evaluate Jail Unit A. Motion by H. Netzing, second by A. Lombard, to extend Jailer eligibility list until July 31, 2010. **Motion carried.**

MARKET ADJUSTMENTS. K. Schauf presented potential requests for market adjustments of certain positions. There is a significant concern with wage compression in supervisory positions and the ability to retain key positions. The last four department head recruitments have required pay grade adjustments to higher levels in order to attract qualified candidates. Item postponed to June meeting.

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. Mediation sessions will be scheduled for the Sheriff's Department groups as both parties are currently at impasse.

Motion by H. Netzing, second by A. Lombard, to accept the Departmental Update as presented and to approve the bills in the amount of \$3559. **Motion carried.**

Motion by H. Netzing, second by T. Meister, to adjourn until 8:15 A.M. Friday, June 11, for regular business meeting. **Motion carried.**

Meeting adjourned at 6:11 p.m.

Respectfully submitted,

Signed by: Andrea Lombard, Secretary