

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
December 14, 2012 – Room 213, West Square Building**

MEMBERS PRESENT: T. Meister, P. Tollaksen, S. Alexander, C. Held, H. Netzing

OTHERS PRESENT: S. Muchow, M. Posewitz, M. Lohr, C. Bodendein, B. Michalek, J. Ashford, C. Carlson

ORDER OF BUSINESS. The meeting was called to order by Meister at 2:00 P.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by P. Tollaksen, second by H. Netzing, to adopt the agenda. **Motion carried.**

MINUTES. Motion by C. Held, second by S. Alexander, to approve the November 5, 2012, regular business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. M. Posewitz distributed the interest arbitration decision received for AFSCME Local 252.

APPEARANCE BY CHARLES CARLSON, CARLSON DETTMANN CONSULTING. C. Carlson from Carlson Dettmann Consulting appeared before the Committee to discuss affiliated issues with a potential classification and compensation analysis. The Committee will need to decide how to position the County for the future and in the marketplace. The last compensation and compensation analysis was completed was completed in 2001 with implementation in 2002, brought positions in line with market and comparable counties. There is a great deal of support for new comprehensive pay plans. Several other counties have recently completed compensation studies as result of changes with the law. Regardless of what transpires, need to find firm that understands the environment in which we currently now exist.

CONSERVATION, PLANNING & ZONING. B. Michalek appeared to request ability to reclassify GIS Planner position to Senior Planner position. The duties and responsibilities of the position have evolved significantly over time. Motion by S. Alexander, second by C. Held, to reclassify the GIS Planner to Senior Planner, exempt status, grade 13, step 6, effective January 1, 2013. **Motion carried.**

HEALTH CARE CENTER. M. Posewitz appeared on behalf of Nursing Home Administrator, to request ability to create two, part-time Dining Assistant project positions. Currently have one full-time vacant position, eventually request permanent change if transition works for the facility. Motion by H. Netzing, second by C. Held, to create two, part-time, Dining Assistant project positions, effective upon passage. **Motion carried.**

CONSIDERATION OF RESOLUTION TO ELIMINATE PATROLPERSON AND CREATE SKILLED LABORER. S. Muchow appeared to request ability to eliminate full-time vacant Patrolperson position and create a full-time Skilled Laborer position outside the budget process. Motion by H. Netzing, second by P. Tollaksen to approve resolution as presented. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend Environmental Health Manager project position an additional 12 months. The funding for the project position is allocated as part of the 2013 budget. Motion by H. Netzing, second by C. Held, to extend the Environmental Health Manager project position an additional 12 months. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to create Environmental Health Technician (Sanitarian) project position. The funding for the project position is allocated as part of the 2013 budget. Motion by S. Alexander, second by H. Netzing, to create the Environmental Health Technician (Sanitarian) project position for a period of 12 months, effective upon passage. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to internally promote M. Kachel to the Environmental Health Technician (Sanitarian) project position. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz distributed departmental budget numbers and activity report for the month including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. Posewitz presented the Committee with the monthly unemployment statistics, wellness program initiatives and deferred compensation alternatives. Reviewed potential scope of duties for classification and compensation analysis. Motion by P. Tollaksen, second by C. Held, to approve monthly report and pay invoices in the amount of \$3,358. **Motion carried.**

Motion by H. Netzing, second by P. Tollaksen, to adjourn until January 11, 2013, at 2:30 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 3:40 P.M.

Respectfully submitted,

Signed by: Carol Held, Secretary