

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
February 15, 2013 – Room 213, West Square Building**

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

**OTHERS PRESENT:** M. Posewitz, K. Schauf, M. Krueger, L. Hasenbalg

**ORDER OF BUSINESS.** The meeting was called to order by Meister at 2:30 P.M. and was certified to be in compliance with the Open Meetings Law.

**AGENDA.** Motion by P. Tollaksen, second by C. Held, to adopt the agenda. **Motion carried.**

**MINUTES.** Motion by H. Netzing, second by S. Alexander, to approve the January 11, 2013, regular business meeting minutes as sent. **Motion carried.**

**COMMUNICATIONS.** None.

**SHERIFF'S DEPARTMENT.** M. Posewitz appeared on behalf of the Sheriff to request extension of two, Telecommunicator limited term employees for approximately nine months. Motion by H. Netzing, second by P. Tollaksen, to approve the extension of two Telecommunicator limited term employees as presented. **Motion carried.**

**MID TERM ASSESSMENT STRATEGIC ISSUES.** K. Schauf appeared to provide an explanation of the midterm assessment process. The midterm assessment issues will be discussed at the committee level prior to the board discussion. One to two strategic issues should be generated. The chair of each committee will then briefly present the selected strategic issues facing the board. Briefly discussed the Affordable Care Act and issues affiliated with the classification and compensation analysis. Discussion ensued. Item will be considered at March meeting. **No action taken.**

**PERFORMANCE APPRAISAL PROCESS.** Supervisor Held originally raised the issue of the appropriate use of closed sessions as it relates to department head performance appraisals. Specifically, whether or not the employee in question should be present during the performance appraisal discussion. Currently, department heads are not present during the closed session when the performance appraisal is discussed. The Corporation Counsel opined on the issue. While the process it is not necessarily unlawful, materials provided during a closed session may be discoverable during litigation. Therefore, the current system may not be a good management practice. Discussion ensued and other options discussed. At this juncture, the Committee is satisfied with the current forum for the department head performance appraisals. **No action taken.**

**POLICIES UPDATE.** M. Posewitz provided updates to the current policies and procedures manual. The following policies were updated Chain of Command, Inclement Weather and Non Fraternization. Portions of the FMLA policy may also need to be amended based on the changes to the federal law. Motion by H. Netzing, second by S. Alexander, to approve the policies 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. The RFP for the Classification and Compensation Analysis is due February 15, 2013. Motion by P. Tollaksen, second by C. Held, to approve monthly report and pay invoices in the amount of \$920. **Motion carried.**

Motion by S. Alexander, second by P. Tollaksen, to adjourn until March 28, 2013, at 12:30 p.m. for regular business meeting. **Motion carried.**

**MEETING ADJOURNED AT 3:40 P.M.**

*Respectfully submitted,*

*Signed by: Carol Held, Secretary*