

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
September 6, 2013 – Room 213, West Square Building**

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

EXCUSED: S. Alexander

OTHERS PRESENT: M. Posewitz, C. Meister, C. Bodendein, C. Warwick, S. Muchow

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 H. Netzing, to approve the August 13, 2013, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None

COMMUNICATIONS. None

CONSIDERATION OF RESOLUTION AUTHORIZING THE HIGHWAY DEPARTMENT TO ELIMINATE ONE COMMERCIAL TRUCK DRIVER AND CREATE ONE SKILLED LABORER. S. Muchow appeared to request ability to eliminate one Commercial Truck Driver position and create one Skilled Laborer position. The vacant position is due to retirement and currently allocated as part of the 2014 budget. Motion by H. Netzing, second by P. Tollaksen, to approve the resolution as presented. **Motion carried.**

PUBLIC HEALTH TRAVEL REQUEST. C. Bodendein appeared for travel request in excess of 300 miles for staff member to attend the National Radon Conference in Springfield, Illinois. All expenses allocated in current budget. Motion by P. Tollaksen, second by C. Held, to approve the travel request presented. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend current Program Assistant limited term employee an additional six months. The position has been providing clerical support with the computer system transition. Motion by H. Netzing, second by P. Tollaksen, to extend the Program Assistant limited term employee an additional six months effective upon passage. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend current Public Health Project Manager limited term employee an additional six months. The position has been managing the transition with the computer system. Motion by P. Tollaksen, second by C. Held, to extend the Public Health Project Manager limited term employee an additional six months effective upon passage. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend current Public Health Technician (project position) through December 31, 2014. The position has been managing projects within the department. Motion by P. Tollaksen, second by C. Held, to extend the Public Health Technician (project position) through December 31, 2014. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend current Financial Analyst (project position) through December 31, 2014. The position has been managing payroll and other financial projects within the department. Motion by P. Tollaksen, second by C. Held, to extend the Public Health Technician (project position) through December 31, 2014. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to extend current Environmental Health (project positions) through December 31, 2014. The Environmental Health Manager, Environmental Health Technicians and Program Assistant are all primarily funded with grant dollars, all currently allocated in the 2014 budget. Motion by H. Netzing, P. Tollaksen, second by C. Held, to extend all Environmental Health (project positions) through December 31, 2014, as requested. **Motion carried.**

SHERIFFS DEPARTMENT TRAVEL REQUEST. Sheriff Meister appeared for travel request in excess of 300 miles for staff member to attend K9 training in Spring Hope, North Carolina. The dollars are currently allocated in the current budget through various forfeitures. Motion by H. Netzing, second by P. Tollaksen, to approve the travel request as presented. **Motion carried.**

VOLUNTARY SHORT TERM DISABILITY. M. Posewitz presented information regarding transition with voluntary short term disability, accident and critical illness provider for employees. The change in providers will allow for greater coverage and additional voluntary benefits options. Motion by P. Tollaksen, second by H. Netzing, to approve Humana as the voluntary benefits provider effective January 1, 2014. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. Some of the employer portions of the Affordable Care Act were delayed until 2015; the PCORI fees are still in place. The classification/compensation analysis is progressing, currently on target with draft timeline. Posewitz presented the Committee with the monthly unemployment statistics and wellness program initiatives. Motion by P. Tollaksen, second by C. Held, to approve monthly report and pay invoices in the amount of \$11,211. **Motion carried.**

Motion by C. Held, second by P. Tollaksen, to adjourn until Friday, October 11, 2013, at 1:30 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:50 P.M.

Respectfully submitted,

Signed by: Carol Held, Secretary