

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
January 17, 2014 – County Board Gallery, West Square Building**

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

OTHERS PRESENT: M. Posewitz, K. Olson, K. Schauf, T. Damos

ORDER OF BUSINESS. The meeting was called to order by Meister at 1:30 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 S. Alexander, second by H. Netzing, to approve the December 13, 2013, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None

COMMUNICATIONS. None

ADRC INTERNAL TRANSFER. K. Olson appeared to request ability to internally transfer an employee to the position of Disability Benefits Specialist to better suit the needs of the department. Motion by C. Held, second by T. Meister, to internally transfer Q. Hause to the vacant Disability Benefits Specialist position, effective upon passage. **Motion carried.**

CRIMINAL JUSTICE COORDINATOR PROJECT POSITION. K. Schauf appeared to request ability to create the project position of Criminal Justice Coordinator. The position is being requested to deal with programmatic areas of the criminal justice system, as well as other related initiatives. A number of other counties have undertaken similar projects. Dollars have been allocated for the position as well as future grant dollars. The position is anticipated to be re-evaluated after one year. Motion by S. Alexander, second by C. Held, to approve the Criminal Justice Coordinator (project position) effective upon passage. **Motion carried.**

PERFORMANCE APPRAISAL SYSTEM. K. Schauf appeared to discuss the current performance appraisal process. Discussion ensued. The process will be revised in conjunction with the classification and compensation analysis. Several updates to the system have taken place since 2005, however preferable to have a method tied back to mission and vision of the County. M. Posewitz explained the importance of managers providing feedback throughout the year and employees working on the development of professional goals. No action required.

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 anticipated 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 \$2,066. **Motion carried.**

Motion by P. Tollaksen, second by H. Netzing, to adjourn until February 14, 2014, at 1:30 p.m. for regular business meeting. **Motion carried.**

MEETING ADJOURNED AT 2:27 P.M.

Respectfully submitted,

Signed by: Carol Held, Secretary