

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
December 12, 2014 – Room 213, West Square Building**

**MEMBERS PRESENT:** T. Meister, H. Netzing, C. Held, A. Lombard, M. Dent

**OTHERS PRESENT:** K. Schauf, M. Posewitz, B. Michalek, G. Hahn, C. Bodendein, S. Nagelkerk

**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 H. Netzing, second by A. Lombard, to adopt the amended agenda. Motion carried.

**MINUTES.** CH, MD Motion by C. Held, second by M. Dent, to approve the November 7, 2014, regular business meeting minutes as sent. Motion carried.

**COMMUNICATIONS.** None

**CONSERVATION, PLANNING & ZONING.** B. Michalek appeared to request ability to consolidate summer intern positions into one classification and to adjust the compensation for the positions to \$11.00 per hour. Motion by A. Lombard, second by H. Netzing, to approve the rate increase for the summer intern positions to \$11.00 per hour as presented. **Motion carried.**

**DEPUTY CORONER RATE INCREASE.** G. Hahn, appeared to request ability to increase per diem for cremations from \$25 to \$35, for the Deputy Coroners. The dollars have been allocated in the budget to support the increase. Motion by H. Netzing, second by M. Dent, to approve the cremation per diem from \$25 to \$35 effective upon passage. **Motion carried.**

**EMBS LTE EXTENSION.** M. Posewitz appeared on behalf of T. Stieve to request ability to extend the Maintenance Technician limited term employee an additional month through December 31, 2014. Motion by H. Netzing, second by M. Dent, to approve the extension of the Maintenance Technician limited term employee an additional month. **Motion carried.**

**EMBS INTERNAL PROMOTION.** M. Posewitz appeared on behalf of T. Stieve to request ability to internally promote C. Hooper into the vacant Maintenance Technician position effective December 30, 2014. Motion by M. Dent, second by C. Held, to approve the internal promotion as presented effective December 30, 2014. **Motion carried.**

**PUBLIC HEALTH INTERNAL PROMOTION.** C. Bodendein appeared to request ability to internally promote C. Walsh into the vacant Public Health Educator position effective January 1, 2015. Motion by A. Lombard, second by H. Netzing, to approve the internal promotion as requested. **Motion carried.**

**PUBLIC HEALTH INTERNAL PROMOTION.** C. Bodendein appeared to request ability to internally promote J. Quinn into the vacant Receptionist position previously created by the budget process. Motion by M. Dent, second by H. Netzing, to approve the internal promotion as requested effective January 1, 2015. **Motion carried.**

**UW EXTENSION.** S. Nagelkerk appeared to request ability to increase the wages for the summer agent position from \$10.00 to \$10.50. The dollars have been allocated in the respective budget to support the increase. Motion by C. Held, second by M. Dent, to approve the rate increase as presented. **Motion carried.**

**PERFORMANCE APPRAISAL PROCESS.** K. Schauf and M. Posewitz presented information for the revised performance appraisal documentation for all employee groups. Discussion ensued. The revised system also allows for the documentation to be completed in order for employees to receive merit increases in accordance with the ordinance. In the process of reviewing electronic, cloud based a system which requires a three to six month period to build the system. Training has been offered to department heads. Motion by A. Lombard, second by H. Netzing, to approve the performance appraisal documentation as presented. **Motion carried.**

**DEPARTMENTAL UPDATE.** M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. M. Posewitz also distributed a document containing the wellness activities to date and plans for future. GHC is planning to appear at the January/February Board Meeting to discuss future initiatives and the contract with the local clinic. The focus continues to be

implementation of the classification and compensation analysis. All of the appeals are currently under review by the consultant with a tentative completion date in December. K. Schauf appeared to discuss the vacant Safety/Risk Manager position. Discussion ensued. Motion by H. Netzinger, second by C. Held to approve the monthly report and invoices. **Motion carried.**

Motion by A. Lombard, second by H. Netzinger, to adjourn until Friday, January 16, 2015. **Motion carried.**

MEETING ADJOURNED AT 3:50 P.M.

*Respectfully submitted,*

*Signed by: Henry Netzinger, Secretary*