

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
January 16, 2015 – County Board Gallery, West Square Building**

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

EXCUSED: M. Dent

OTHERS PRESENT: K. Schauf, M. Posewitz, C. Meister, L. Hasenbalg, P. Vedro, T. Liebman, K. Olson, B. Orth, J. Arendsee, C. Bodendein, S. Pate, B. Peper, E. Peterson

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

MINUTES. Motion by A. Lombard, second by C. Held, to approve the December 12, 2014, regular business meeting minutes as sent. Motion carried.

PUBLIC COMMENT. L. Hasenbalg – future agendas.

COMMUNICATIONS. None

ADRC. K. Olson appeared to request ability to internally promote C. Bindl to the position of Program Coordinator. Position was previously created as part of the budget process and reorganization. Motion by A. Lombard, second by H. Netzing, to approve the internal promotion as presented. **Motion carried.**

HIGHWAY DEPARTMENT. S. Muchow appeared to request ability to create another classification of Skilled Heavy Equipment Operator (reclassification). The additional level is necessary based on the difference in equipment that is utilized and also acts as lead in absence of supervisory staff. Motion by H. Netzing, second by A. Lombard, to approve the request as presented effective the second pay period in February. **Motion carried.**

HIGHWAY DEPARTMENT INTERNAL PROMOTION. S. Muchow appeared to request ability to internally promote A. Fluette into the Assistant Shop Supervisor position. The position was created as part of the 2015 budget process. Motion by A. Lombard, second by H. Netzing, to approve the internal promotion as presented effective January 1, 2015. **Motion carried.**

HIGHWAY DEPARTMENT INTERNAL PROMOTIONS. S. Muchow appeared to request ability to internally promote G. Kelley and D. Rehr into the Patrol Superintendent positions. The positions were created as part of the 2015 budget process. Motion by H. Netzing, second by A. Lombard, to approve the internal promotions as presented effective January 1, 2015. **Motion carried.**

HUMAN SERVICES INTERNAL PROMOTION. B. Orth and J. Arendsee appeared to request ability to internally promote C. Brickl into the position of Economic Support Assistant Supervisor. The position was created as part of the 2015 budget process. Motion by H. Netzing, second by A. Lombard, to approve the internal promotion as presented. **Motion carried.**

HUMAN SERVICES INTERNAL PROMOTION. B. Orth and J. Arendsee appeared to request ability to internally promote K. Kippley into the position of Economic Support Leadworker. Motion by H. Netzing, second by A. Lombard, to approve the internal promotion as presented. **Motion carried.**

HUMAN SERVICES. B. Orth appeared to request ability to reclassify the pay grade of an Administrative Support position from A13 to B23. Change to the position is part of the internal restructuring and other various changes within the department. The change is allocated in current budget. Motion by A. Lombard, second by C. Held to approve the rate change as requested. **Motion carried.**

MIS. S. Pate appeared to present changed to the Social Media Policy. Previous policy did not allow for job related access to social media, policy amended to reflect said change. Motion by H. Netzing, second by A. Lombard, to approve the changes to the Social Media Policy as presented. **Motion carried.**

PUBLIC HEALTH. C. Bodendein appeared to request ability to increase the hours of the Public Health Educator position to between 30–38.75 hours per week as necessary. The dollars to support the increase of hours is currently allocated in the 2015 budget. Motion by A. Lombard, second by C. Held, to approve the increase in hours for the Public Health Educator position effective upon passage. **Motion carried.**

PUBLIC HEALTH TRAVEL REQUEST. C. Bodendein appeared to request ability to send staff members to the Public Health Preparedness Summit in Atlanta, Georgia. The State has provided funds out of preparedness dollars to assist with expenses. Motion by A. Lombard, second by H. Netzing, to approve the travel request as presented. **Motion carried.**

SHERIFFS DEPARTMENT TRAVEL REQUEST. Sheriff Meister appeared to request ability to send staff member to the National Police Memorials Week in Washington, D.C. The dollars have been allocated in the budget to support the travel request. Motion by A. Lombard, second by H. Netzing, to approve the travel request as presented. **Motion carried.**

CLASSIFICATION AND COMPENSATION UPDATE. Chair Meister addressed the group regarding the current process and to address issues moving forward. Discussion ensued regarding implementation, peer concerns, structure and length of service with regard to step placement for employees. The Board selected the method of implementation which moved employees to the step within the structure that provided an increase. All employees received some sort of wage increase upon implementation. Overall, the purpose of the Classification and Compensation Analysis was to construct one universal pay structure, address inequities and maintain competitiveness with the market. Chair Meister requested any future discussions and/or issues as part of the Classification and Compensation Analysis be brought before the Personnel Committee for potential discussion.

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. GHC is planning to appear at the January/February Board Meeting to discuss future initiatives and the contract with the local clinic. Plan to move forward with the Health Risk Assessments (HRA) in January and February – GHC is preparing marketing materials. The focus continues to be implementation of the classification and compensation analysis and finalization of the appeals process. Additional discussion ensued regarding staffing issues and the necessity to potentially add a position within the department. Motion by H. Netzing, second by C. Held to approve the monthly report and invoices. **Motion carried.**

Motion by A. Lombard, second by H. Netzing, to adjourn until February 13, 2015, at 1:30PM. **Motion carried.**

MEETING ADJOURNED AT 4:17 P.M.

Respectfully submitted,

Signed by: Henry Netzing, Secretary