

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
March 12, 2014 – County Board Gallery, West Square Building**

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

**OTHERS PRESENT:** K. Beghin, K. Olson, M. Posewitz, T. Radke, S. Schara, L. Hasenbalg, V. Meister

**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 amended agenda. **Motion carried.**

**MINUTES.** Motion by C. Held, second by H. Netzing, to approve the February 14, 2014, regular business meeting minutes as sent. **Motion carried.**

**COMMUNICATIONS.** None

**ACCOUNTING DEPARTMENT RECLASSIFICATION.** K. Beghin appeared to request ability to reclassify existing vacant Payroll Accounting Technician to Accounting Supervisor. Since the position has been vacant, have had time to evaluate the needs of the department. It was determined a different skill set is necessary based on the audit requirements, internal controls and other changing complexities. Motion by P. Tollaksen, second by S. Alexander, to approve the Accounting Supervisor reclassification effective upon passage. T. Meister-Nay, H. Netzing-Nay. **Motion carried.**

**ADRC DISABILITY BENEFITS SPECIALIST PROJECT POSITION.** K. Olson appeared to request ability to create Disability Benefits Specialist (project position). The position was previously contracted through another agency as part of the region. The position is funded through grant dollars as allocated by the region. Motion by H. Netzing, second by C. Held, to create the Disability Benefits Specialist (project position) as presented. P. Tollaksen – NAY. **Motion carried.**

**ADRC INTERNAL PROMOTION.** K. Olson appeared to request ability to internally promote H. Schafer into the vacant Disability Benefits Specialist (project position). The individual is currently performing the duties of the position. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented. **Motion carried.**

**CLERK OF COURTS INTERNAL PROMOTION.** V. Meister appeared to request ability to internally promote K. Finup into vacant Deputy Clerk of Courts - Account Technician position due to retirement. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented effective April 7, 2014. T. Meister – recused. **Motion carried.**

**TREASURER.** M Posewitz appeared on behalf of L. Geoghegan to request ability to internally promote M. Rehr into vacant Accounting Assistant position, subject to approval of the position by the County Board. Motion by S. Alexander, second by H. Netzing, to approve the internal promotion as presented, effective March 19, 2014. **Motion carried.**

**PERSONNEL POLICIES AND PROCEDURES.** M. Posewitz appeared to explain updates to the employee policies and procedures. Specific updates include the disciplinary process, workplace bullying and procedures for reasonable suspicion. Discussion ensued. Motion by C. Held, second by P. Tollaksen, to approve the policy updates as presented. **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. Additional carryover requests for consultant/contractual fees, advertising and employee recognition were discussed. The classification/compensation analysis is progressing it is anticipated will have a draft presentation for the Board in April. Posewitz presented the Committee with the monthly unemployment statistics and wellness program initiatives. Motion by P. Tollaksen, second by H. Netzing, to approve monthly report and pay invoices in the amount of \$6,421. **Motion carried.**

Motion by T. Meister, second by H. Netzing, to adjourn until April 11, 2014, at 1:30 p.m. for regular business meeting. **Motion carried.**

**MEETING ADJOURNED AT 3:15 P.M.**

*Respectfully submitted,*

*Signed by: Carol Held, Secretary*