

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
September 5, 2014 – Room 213, West Square Building**

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

OTHERS PRESENT: M. Camu, K. Gochanour, L. Hasenbalg, S. Muchow, S. Pate, L. Horkan, K Schauf

ORDER OF BUSINESS. The meeting was called to order by Meister at 3:52 P.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by H. Netzing, second by C. Held, to adopt the amended agenda. Motion carried.

MINUTES. Motion by T. Meister, second by H Netzing to approve the August 8, 2014, regular business meeting minutes with the correction to replace T. Meister with R. Meister under Sheriff Department business. Motion carried.

COMMUNICATIONS. None

MIS DEPARTMENT GIS ANALYST LTE.

S. Pate appeared to review the need for a LTE GIS Analyst position in to assist with the large system conversion. Pate noted the goal is to have the system fully converted by the end of 2015. **Motion by H. Netzing, second by M. Dent to approve the MIS Department GIS Analyst LTE through 2015. Motion carried.**

HEALTH CARE CENTER EXTENDED LEAVE OF ABSENCE.

K. Gochanour explained the personnel ordinance requires an approval of a non-FMLA extended leave of absence greater than 60 days by the Personnel Committee. Gochanour noted the certified nursing assistant staff has a need for an extended absence and she would like to allow this absence in order to retain the employee. **Motion by A. Lombard, second by H. Netzing to approve the extended leave of absence. Motion carried.**

HIGHWAY DEPARTMENT LTE JANITOR/NIGHT DISPATCH.

S. Muchow reviewed the staffing changes at the Highway Department and the need for janitor/night dispatch LTE during the winter months. Muchow noted this can be filled by and limited term (LTE) position, handled similar to other departments seasonal employees. **Motion by H. Netzing, second by M. Dent to approve the creation of a Highway employee: Janitor/Night Dispatch. Motion carried.**

HEALTH CARE CENTER ENVIRONMENTAL SERVICES SUPERVISOR.

K. Gochanour requested the currently open Environmental Services Supervisor position be filled by an internal candidate that meets the position requirements and abilities. The promotion will be budget neutral. **Motion by H. Netzing, second by C. Held to approve the internal promotion: Health Care Center, Environmental Services Supervisor. Motion carried.**

DEPARTMENTAL UPDATE. K. Schauf distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. The Personnel budget was reviewed and approved last month. Budget continues with today's departmental requests being heard concerning positions. Health insurance options are available for action so they can be brought to the September County Board meeting. Schauf explained that September action on health insurance will help the budget process. The M3 Insurance broker will be present at the Personnel Committee meeting and the September County Board meeting to present the cost information. M. Camu reviewed how the insurance broker works with the county. The Committee agreed to meet with the insurance broker to review proposals on September 10, 2014, 10:30AM immediately following the Highway Committee meeting. Schauf noted there are not ACA updates at this time. Schauf noted the primary focus has been on the class and compensation implementation and compiling budget new positions requests. Schauf distributed and reviewed a memo and data reports concerning the implementation of the class and compensation study. She reviewed that the goals of the study was to reset wage structure to meet the needs of the current market and provide parity within the organization. She reviewed the data in the reports and highlighted specific information. Schauf asked the committee further review the information and offer comment by Monday, September 8, 2014 so the information can be distributed to the county board. The Committee discussed and attempted to clarify the process and results of the study. The establishment of elected officials and their wages and benefits were discussed.

Next meeting dates:

- Personnel Committee Insurance proposal review: September 10, 2014, 10:30 AM, Highway Department Shop
- Joint Personnel and Finance Committee meeting on position requests associated with 2015 budget: October 1, 2014, 8:00 AM, West Square Building
- Personnel Committee regular business meeting: October 10, 2014, 1:30 PM, West Square Building

Motion by H. Netzing, second by M. Dent, to adjourn until next meeting date. Motion carried.

MEETING ADJOURNED AT 4:55 P.M.

Respectfully submitted,

Signed by: Henry Netzing, Secretary