

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
March 13, 2015 – County Board Gallery, West Square Building**

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

EXCUSED: C. Held

OTHERS PRESENT: M. Posewitz, L. Hasenbalg, L. Geohegan, J. Spencer, C. Bodendein, K. Olson, J. Lombard, M. Krueger

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

MINUTES. Motion by H. Netzing, second by A. Lombard, to approve the February 13, 2015, regular business meeting minutes as sent.

PUBLIC COMMENT. B. Michalek, regarding placement of the Conservation, Planning and Zoning Director as part of Classification and Compensation Analysis.

COMMUNICATIONS. None

PUBLIC HEALTH. C. Bodendein appeared to request ability to hire the new Environmental Health Manager at less than the minimum requirements for the position. The current applicant is an Epidemiologist, however does not currently possess the Sanitarian License. The appropriate licensure will be secured within six months of hire. Motion by M. Krueger, second by M. Dent, to approve the request as presented. **Motion carried.**

SHERIFF'S DEPARTMENT TRAVEL REQUEST. J. Spencer appeared for travel request in excess of 300 miles for staff member to attend K9 training in Nashville, North Carolina. The majority of the affiliated travel expenses funded through various donations. Motion by A. Lombard, second by H. Netzing, to approve the travel request as presented. **Motion carried.**

TREASURER INTERNAL PROMOTION. L. Geohegan appeared to request ability to internally promote K. Paulson into the Deputy Treasurer/Real Property Lister. The incumbent is currently in a project position and position will be eliminated upon internal promotion. Motion by H. Netzing, second by M. Dent, to approve the internal promotion as requested. **Motion carried.**

COMMUNITY AND PUBLIC RELATIONS ANALYST. M. Krueger addressed the group regarding request to create Community and Public Relations Analyst (part-time, project position). The position will be funded through multiple sources, inclusive of secured grant dollars. The requested project position will work on multiple projects for Great Sauk Trail, as well as placemaking efforts. When the funding for the position ceases, the position will be eliminated. Motion by M. Dent, second by A. Lombard, to create the part-time project position of Community and Public Relations Analyst effective March 16, 2015. **Motion carried.**

REQUEST IN ACCORDANCE WITH SCCO 13.62. M. Posewitz presented information on behalf of K. Schauf for request to allow K. Olson to temporarily hold more than one position within the County. Olson will continue as the Interim ADRC Director, as well as the Community and Public Relations Analyst project position. The interim ADRC Director position will end at the close of business on April 24, 2015. Motion by H. Netzing, second by M. Dent, to approve request as presented. **Motion carried.**

PERSONNEL DEPARTMENT ANNUAL REPORT. M. Posewitz presented the Annual Report for the Personnel Department.

Highlights of the report include the following:

- *Health insurance savings, multiple year contract, incorporation of Health Risk Assessments (HRA);
- *Classification and Compensation Analysis (implementation and future work);
- *Policy updates and revisions;
- *Wellness activities – collaboration with health care provider;
- *Contract settlement;
- *Exploration and implementation of performance appraisal system

Motion by M. Dent, second by M. Krueger, to approve the Annual Report as presented. **Motion carried.**

STRATEGIC ISSUES. Discussion ensued regarding potential strategic issues.

Specific items discussed include:

- * Balancing the needs of the County, as well as the tax payers, while providing a fair, equitable and consistent wage structure to effectively retain employees and recruit talent.
- * Fitness facility for employees and/or other wellness initiatives.

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 a future Board Meeting to discuss future initiatives and the contract with the local clinic. We have reached the 50% participation goal for the Health Risk Assessments (HRA) – renewal rates will not exceed 3% for 2016. 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 M. Krueger, second by M. Dent, to approve the monthly report and invoices. **Motion carried.**

Motion by A. Lombard, second by M. Dent, to adjourn until April 10, at 1:30PM. **Motion carried.**

MEETING ADJOURNED AT 3:20 P.M.

Respectfully submitted,

Signed by: Henry Netzinger, Secretary