

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
April 10, 2015 – County Board Gallery, West Square Building**

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

EXCUSED: C. Held

OTHERS PRESENT: M. Posewitz, L. Hasenbalg, S. Pate, K. Gochanour, T. Koch, B. Orth, J. Jelinek, A. Tourdot, C. Warwick, S. Muchow, K. Schauf

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

MINUTES. Motion by A. Lombard, second by M. Dent, to approve the March 13, 2015, regular business meeting minutes as sent.

PUBLIC COMMENT. None.

COMMUNICATIONS. Article from K. Gochanour regarding health care staffing.

EMBS RECLASSIFICATION. S. Pate and J. Jelinek appeared to request ability to reclassify vacant Administrative Support Position to EMBS/MIS Program Support Specialist (B23). The needs of both departments have changed; the responsibilities of the position have significantly evolved. Motion by M. Krueger, second by H. Netzing, to approve the reclassification of vacant position as requested. **Motion carried.**

HEALTH CARE CENTER RECLASSIFICATION. K. Gochanour appeared to request ability to reclassify the vacant position of Licensed Practical Nurse (LPN) to a Registered Nurse (RN). As the LPN positions become vacant will look at transitioning to all RN's. Registered Nurses have the ability to deal with residents with a higher level of acuity, which better serves the facility and residents. Motion by H. Netzing, second by M. Dent, to approve the reclassification of the vacant position as presented. **Motion carried.**

HUMAN SERVICES OUT OF CLASS PAY REQUEST. B. Orth appeared to request ability to request additional out of class pay in excess of what is identified in the ordinance for A. Tourdot. Requesting the additional dollars to serve in a supervisory capacity until the CSP Supervisor position is filled. The temporary movement to C51, Step 4, retroactive to February 16, 2015, will cost approximately an additional \$1,000. Motion by M. Krueger, second by H. Netzing, to approve the out of class pay request for A. Tourdot as presented. **Motion carried.**

HIGHWAY FOUR DAY WORK WEEK. S. Muchow appeared to request a change in the workweek for the Highway Department to four, ten hour days from April to September. The schedule change is due to increased construction projects in the summer months. Motion by M. Krueger, second by H. Netzing, to approve the change in work schedule for the Highway Department as presented. **Motion carried.**

PUBLIC HEALTH TRAVEL REQUEST. C. Warwick appeared to request ability to send staff member to attend the Nurse Family Partnership Unit 4 Training at the National Education Center in Denver Colorado. Motion by M. Krueger, second by M. Dent, to approve the travel request as presented. **Motion carried.**

STRATEGIC ISSUES. Agenda item from previous month. Discussion of strategic issues as follows:

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.
- * Continued proactive approach to employee wellness, including but not limited to a fitness facility and/or other wellness initiatives.

Motion by M. Dent, second by A. Lombard, to approve the strategic issues as identified. **Motion carried.**

CLOSED SESSION PERFORMANCE APPRAISAL. Motion T. Meister, second by A. Lombard, to enter into closed session pursuant to Wis. Stats. § 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Roll call vote was taken: Meister-Aye, Lombard-Aye, Netzinger-Aye, Dent-Aye, Krueger-Aye. **Motion Carried.**

Motion by M. Krueger, second by H. Netzinger, to reconvene in open session. **Motion carried**

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 Assistant Parks Director job description was amended to reflect additional duties. Carryover requests and wellness updates were also discussed. Additional discussion ensued regarding staffing issues and the necessity to potentially add a position within the department. Motion by M. Krueger, second by A. Lombard, to approve the monthly report and invoices. **Motion carried.**

Motion by A. Lombard, second by H. Netzinger, to until Friday, May 8, 2015. **Motion carried.**

MEETING ADJOURNED AT 3:40P.M.

Respectfully submitted,

Signed by: Henry Netzinger, Secretary