

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
June 11, 2015 – County Board Gallery, West Square Building**

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

EXCUSED: M. Dent at 3:20PM

OTHERS PRESENT: J. Smidl, M. Krueger, M. Posewitz, S. Blodgett, L. Hasenbalg

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 M. Dent, second by A. Lombard, to adopt the amended agenda. **Motion carried.**

MINUTES. Motion by C. Held, second by A. Lombard, to approve the May 8, 2015, regular business meeting minutes as sent.

PUBLIC COMMENT. L. Hasenbalg addressed the Personnel Committee to express gratitude for the wage increase.

COMMUNICATIONS. E-mail from Supervisor Vedro.

CLOSED SESSION INTERIM ADMINISTRATIVE COORDINATOR. Motion T. Meister, second by H. Netzing, 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, Netzing-Aye, Dent-Aye, Held-Aye. **Motion Carried.**

Motion by A. Lombard, second by C. Held, to reconvene in open session. **Motion carried**

ADRC TRAVEL REQUEST. S. Blodgett appeared present travel request in excess of 300 miles to attend the Meals on Wheels Association conference in Orlando, Florida. Motion by A. Lombard, second by M. Dent, to approve the travel request as presented. **Motion carried.**

ADRC INTERNAL PROMOTION. S. Blodgett appeared to request ability to internally promote P. Burdick into vacant Elderly Benefits Specialist position. Motion by H. Netzing, second by C. Held, to approve internal promotion as presented. **Motion carried.**

HUMAN SERVICES TRAVEL REQUEST. B. Orth appeared to request ability to send three staff members to attend the Coordinated Services annual training in Portland, Oregon. Motion by A. Lombard, second by M. Dent, to approve the travel request as presented. **Motion carried.**

CONSIDERATION OF RESOLUTION ELIMINATING THE BUSINESS MANAGER POSITION AND CREATING A BUSINESS AND ADMINISTRATIVE SERVICES MANAGER. B. Orth appeared to request ability to eliminate existing Business Manager position and create a Business and Administrative Services Manager position outside the 2015 budget process. Duties for the position have changed and supervision of additional staff members. Motion by A. Lombard, second by C. Held, to approve the resolution as presented. H. Netzing – NAY. **Motion carried.**

HUMAN SERVICES INTERNAL PROMOTION. B. Orth appeared to request ability to internally promote S. Box into the Business and Administrative Services Manager position, contingent upon position approval by the County Board. The position will be classified as C43, S4. Motion by M. Dent, second by A. Lombard, to approve the internal promotion as presented effective June 19, 2015. **Motion carried.**

HUMAN SERVICES RECLASSIFICATION. B. Orth appeared to request ability to reclassify vacant Administrative Services Coordinator. Duties being redefined more consistent with the B23 pay band. Motion by H. Netzing, second by M. Dent to approve the reclassification as presented. **Motion carried.**

HUMAN SERVICES INTERNAL PROMOTION. B. Orth appeared to request ability to internally promote L. Dee into vacant Administrative Services Coordinator position. As a result of the internal promotion, the position of Administrative Support previously held by L. Dee, will be eliminated. Motion by A. Lombard, second by M. Dent, to approve the internal promotion as presented effective June 19, 2015. **Motion carried.**

HUMAN SERVICES INTERNAL PROMOTION. B. Orth appeared to request ability to internally promote T. Koch into vacant Community Support Supervisor position, C43, S3. Motion by C. Held, second by M. Dent, to approve the internal promotion as presented. **Motion carried.**

HUMAN SERVICES OUT OF CLASS PAY REQUEST. B. Orth appeared to request ability to request ability to provide out of class pay to N. Rachuj at the rate of B22, S1, until December 31, 2015. Motion by M. Dent, second by A. Lombard, to approve the out of class pay request as presented. **Motion carried.**

PUBLIC HEALTH INTERNAL PROMOTION. J. Smidl appeared to request ability to internally promote L. Tourdot into vacant Health Screener/Administrative Support position. Motion by A. Lombard, second by H. Netzing, to approve the internal promotion as presented. **Motion carried.**

MISSION, VISION AND GOALS. M. Posewitz presented the Mission, Vision and Goals information in conjunction with the next budget cycle. The majority of programs are mandated by State and/or Federal law. Anticipate changes with the Fair Labor Standards Act (FLSA) and Family Medical Leave Act (FMLA) within the next year. Health insurance and wellness programming will continue to be of importance. Anticipate additional changes with process related to the Affordable Care Act (ACA). Motion by T. Meister, second by M. Dent, to approve the Mission, Vision and Goals as presented. **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 May 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. Currently working with EAP provider to conduct training with department heads and other staff.

Discussion took place with regard to communication of agenda items. Departments need to make sure all pertinent information is submitted for inclusion with agenda materials. Discussion items not relevant to a respective committee should not be included on agendas.

Motion by C. Held, second by A. Lombard, to approve the monthly report and invoices. **Motion carried.**

Motion by T. Meister, H. Netzing, second by A. Lombard, to until Friday, July 10, 2015. **Motion carried.**

MEETING ADJOURNED AT 3:45P.M.

Respectfully submitted,

Signed by: Henry Netzing, Secretary