

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

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

OTHERS PRESENT: M. Posewitz, K. Gochanour, L. Hasenbalg, B. Cunningham, B. Michalek

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 agenda. **Motion carried.**

MINUTES. Motion by C. Held, second by A. Lombard, to approve the June 11, 2015, regular business meeting minutes as sent.

PUBLIC COMMENT. None.

CONSERVATION PLANNING AND ZONING RECLASSIFICATION. B. Michalek and B. Cunningham appeared to request ability to reclassify vacant position of Education Coordinator, to Conservation Coordinator. Some of the duties would be revised changing the focus of the position, no change in pay grade (C41). Motion by A. Lombard, second by M. Dent, to approve the reclassification as presented. **Motion carried.**

CONSERVATION PLANNING AND ZONING INTERNAL PROMOTION. B. Michalek and B. Cunningham appeared to request ability to internally promote A. Pape, into vacation Conservation Coordinator position. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented. **Motion carried.**

HEALTH CARE CENTER CASUAL RATE INCREASE. K. Gochanour appeared to request ability to increase the pay rate of the casual, temporary, Certified Nursing Assistants (CNA) to be competitive with the current market to A13, Step 1. The facility utilizes the casual staff to fill in for staffing shortages and are not benefits eligible. Motion by H. Netzing, second by A. Lombard, to increase the rate for the casual Certified Nursing Assistants to A13, Step 1, effective the first pay period in August. **Motion carried.**

ADMINISTRATIVE COORDINATOR RECRUITMENT UPDATE. The Executive and Legislative Committee will be addressing structure of the position and Chapter 35. No action required.

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. We reached the 68% 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. We will begin reviewing and/or revising policies in September. There will also be a joint meeting between Finance/Personnel to review new position and reclassification requests. Motion by A. Lombard, second by M. Dent, to approve the report and monthly invoices. **Motion carried.**

Motion by M. Dent, second by C. Held, to adjourn until Friday, August 7, 2015. **Motion carried.**

MEETING ADJOURNED AT 2:15P.M.

Respectfully submitted,

Signed by: Henry Netzing, Secretary