

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
August 7, 2015 – County Board Gallery, West Square Building**

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

**OTHERS PRESENT:** M. Krueger, S. Pate, D. Heitzinger, M. Posewitz, K. Gochanour, L. Hasenbalg, B. Michalek, C. Warwick, B. Evert

**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 H. Netzing, second by A. Lombard, to approve the July 10, 2015, regular business meeting minutes as sent.

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** Letter from T. Stieve.

**APPEARANCE BY DON HEITZINGER.** D. Heitzinger appeared from the Employee Assistance Program (EAP) to provide the group with information with regard to current services provided to employees. The EAP provides confidential services to employees and family members including substance abuse issues, marriage/family, relationship issues and grief counseling. We are also currently working on training for the department head group.

**COUNTY CLERK INTERNAL PROMOTION.** B. Evert appeared to request ability to internally promote M. Commings into vacant Deputy County Clerk/Assistant County Clerk position. Motion by A. Lombard, second by H. Netzing, to approve the internal promotion as presented. **Motion carried.**

**HEALTH CARE INTERNAL PROMOTION.** K. Gochanour appeared to request ability to internally promote D. Murray into vacant Admissions/Administrative Assistant position. The action is due to recent retirement and should have been effective in January. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented. **Motion carried.**

**MIS TRAVEL REQUEST.** S. Pate appeared to request ability to allow staff member to attend training in excess of 300 miles to attend the ESRI Holistic Testing in Redlands, California. Training only offered in this location and funded through Land Records dollars. Motion by A. Lombard, second by H. Netzing, to approve the travel request as presented. **Motion carried.**

**CONSIDERATION OF RESOLUTION TO CREATE PUBLIC HEALTH NURSE OUTSIDE THE 2015 BUDGET PROCESS.** C. Warwick appeared to request ability to create a Public Health Nurse position outside the 2015 budget process. The position would be specifically dedicated to the Nurse Family Partnership Program. The position is currently fully funded through federal dollars. Motion by M. Dent, second by C. Held, to approve the resolution as presented. H. Netzing-Nay, A. Lombard-Nay. **Motion carried.**

**SAUK COUNTY CODE OF ORDINANCES CHAPTER 35.** M. Krueger and T. Liebman presented information regarding recommendations from the Executive and Legislative Committee regarding changes to Chapter 35. Discussion ensued. Motion by T. Meister, second by C. Held, to support revisions to Chapter 35 as presented. A. Lombard-Nay. **Motion carried.**

**CLOSED SESSION COLLECTIVE BARGAINING STRATEGY.** Motion T. Meister, second by H. Netzing, to enter into closed session pursuant to Wis. Stats. § 19.85 (1) (e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require closed session.

Roll call vote was taken: Meister-Aye, Lombard-Aye, Netzing-Aye, Held-Aye. **Motion Carried.**

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

**ADMINISTRATIVE COORDINATOR RECRUITMENT UPDATE.** M. Krueger presented timeline as approved to the group. The respective committee(s) will review the job description and Chapter 35 as part of the process. Discussion ensued.

**PERSONNEL DEPARTMENT PROGRAM REVIEW FOR 2016 BUDGET.** M. Posewitz presented initial 2016 budget request for the Personnel Department. The overall budget request increased slightly from prior years. The request includes a reclassification of the Administrative Analyst to Human Resources Analyst, increasing the FTE to 1.0, as well as other restructuring within the department. Specific ongoing issues include: changes to FLSA/EEO, Section 125 administration fees; continued use of intern; continued implementation of classification and compensation analysis; wellness program initiatives and increases in advertising expenses. Motion by A. Lombard, second by H. Netzing, to approve the 2016 Personnel Department budget and programs as presented. **Motion carried.**

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

Motion by H. Netzing, second by C. Held, to adjourn until Thursday, September 10, 2015. **Motion carried.**

MEETING ADJOURNED AT 3:15P.M.

*Respectfully submitted,*

*Signed by: Henry Netzing, Secretary*