

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
October 8, 2015 – County Board Gallery, West Square Building**

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

**EXCUSED:** M. Dent

**OTHERS PRESENT:** B. Michalek, J. Dietz, E. Peterson, S. Blodgett, K. Gochanour, L. Hasenbalg, C. Meister, J. Machovec, J. Spencer, V. Meister, L. Lange, Media

**ORDER OF BUSINESS.** The meeting was called to order by Meister at 12:45 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 H. Netzing, to approve the September 10, 2015, regular business meeting minutes as sent.

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** Letter from employee regarding sick leave payout.

**HEALTH CARE CENTER INTERNAL PROMOTION.** K. Gochanour appeared to request ability to internally promote J. Clements into vacant Dietary Manager position due to recent retirement. Motion by H. Netzing, second by C. Held, to approve the internal promotion as presented. **Motion carried.**

**ADMINISTRATIVE COORDINATOR RECRUITMENT UPDATE.** The timeline for the Administrative Coordinator recruitment was discussed. The job description was also reviewed by the Executive and Legislative Committee, no recommended changes. The Request for Proposal was sent to vendors and also placed on the website, due date of October 5, 2015. The Executive and Legislative Committee selected the firm of Moffett and Associates as the vendor to conduct the Administrative Coordinator recruitment.

**CONSERVATION, PLANNING AND ZONING DIRECTOR JOB DESCRIPTION.** The group reviewed the specifics of the job description. Discussion ensued. Concern was raised that the conservation duties were not incorporated into the current description. The Conservation, Planning and Zoning Director expressed concerns if it was necessary to conduct recruitment in the future would not be able to compete with the external market. Motion by A. Lombard, second by H. Netzing, to postpone action for six months unless another classification action requires earlier review. **Motion carried.**

**DEPARTMENTAL UPDATE.**

M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. Currently working with GHC to determine best method for HRA implementation for 2017. Planning to add some additional voluntary benefits for 2016. We will begin reviewing and/or revising policies in December, there are adjustments necessary due to Health Care Reform. The health insurance categories will need to be revised to be compliant. Will be working with the Board of Trustees regarding a transition plan for the Nursing Home Administrator vacancy. Motion by H. Netzing, second by C. Held, to approve the report and monthly invoices. **Motion carried.**

Motion by A. Lombard, second by H. Netzing, to adjourn until Friday, November 6, 2015, at 1:00PM. **Motion carried.**

MEETING ADJOURNED AT 1:27PM

*Respectfully submitted,*

*Signed by: Henry Netzing, Secretary*