

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
November 6, 2015 – County Board Gallery, West Square Building**

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

OTHERS PRESENT: B. Michalek, M. Krueger, L. Hasenbalg, L. Geohagen, J. Spencer, K. Olson, C. Warwick

ORDER OF BUSINESS. The meeting was called to order by Meister at 8:00 A.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 October 8, 2015, regular business meeting minutes as sent.

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

COMMUNITY AND PUBLIC RELATIONS ANALYST PROJECT UPDATE. K. Olson appeared to provide progress report regarding recent projects. Distributed handout outlining recent projects to date. Currently working on a variety of items surrounding the concept of attracting millennials to work/live in Sauk County.

SHERIFF'S DEPARTMENT DRUG COORDINATOR PROJECT POSITION EXTENSION. J. Spencer appeared to request ability to extend the project position of Drug Coordinator an additional year. The program requires a great deal of time and resources to be successful. Discussion ensued. Motion by H. Netzing, second by C. Held, to extend the Drug Coordinator (project position) an additional year as presented. **Motion carried.**

CRIMINAL JUSTICE COORDINATOR PROJECT POSITION EXTENSION. B. Michalek appeared to request ability to extend the Criminal Justice Coordinator (project position) an additional year. The project position has been allocated as part of the 2016 budget. Motion by A. Lombard, second by M. Dent, to extend the Criminal Justice Coordinator (project position) an additional year as presented. **Motion carried.**

TREASURER MANDATORY DIRECT DEPOSIT. L. Geohagan appeared to provide an update to the group regarding mandatory direct deposit. It is becoming increasingly difficult to distribute paper checks. Most departments are already participating and is mandatory for new hires. The change would be effective January 1, 2016. Motion by A. Lombard, second by M. Dent, for direct deposit to be mandatory effective January 1, 2016. **Motion carried.**

ADMINISTRATIVE COORDINATOR RECRUITMENT UPDATE. The timeline for the Administrative Coordinator recruitment was discussed. The selected vendor has started working on the preliminary information in preparation for the recruitment. The vendor is currently working on stakeholder surveys regarding various aspects of the position. It is anticipated the position profile will be generated in December 2015.

EMPLOYEE WELLNESS STRATEGIC PLANNING. M. Posewitz presented initial information regarding wellness strategic planning for 2016 and beyond. Several areas to focus on based on the budget process, handout identifying plan was distributed.

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, EAP utilization and benefits information. Currently working with M3 and 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 T. Meister, second by A. Lombard, to adjourn until Friday, December 4, 2015, at 8:00AM. **Motion carried.**

MEETING ADJOURNED AT 8:55AM

Respectfully submitted,

Signed by: Henry Netzing, Secretary