

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
December 4, 2015 – County Board Gallery, West Square Building**

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

**OTHERS PRESENT:** L. Hasenbalg, L. Geohegan, M. Krueger, J. Fish, J. Vosen, M. Stieve, M. Posewitz

**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.

**EXCUSED.** A. Lombard

**AGENDA.** Motion by H. Netzing, second by C. Held, to adopt the agenda. **Motion carried.**

**MINUTES.** Motion by C. Held, second by M. Dent, to approve the November 6, 2015, regular business meeting minutes as sent.

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** None.

**HEALTH CARE CENTER.** J. Vosen appeared to request ability to reduce shift premium for supervising nurses by \$.75 cents per hour. This is an area that should have been addressed when the nursing staff was adjusted as part of the classification and compensation analysis. Motion by M. Dent, second by H. Netzing, to adjust shift premium as presented. **Motion carried.**

**PARKS DEPARTMENT INTERNAL PROMOTION.** M. Stieve appeared to request ability to internally promote J. Steinhurst into vacant Program Specialist position that was created as part of the budget process. Motion by H. Netzing, second by M. Dent, to approve the internal promotion as presented effective January 4, 2016. **Motion carried.**

**TREASURER INTERNAL PROMOTION.** L. Geohegan appeared to request ability to internally promote S. Brown into vacant Deputy Treasurer position. The individual is currently working as the Real Property Specialist within the office. Motion by M. Dent, second by H. Netzing, to approve the internal promotion as presented. **Motion carried.**

**TREASURER INTERNAL PROMOTION.** L. Geohegan appeared to request ability to internally promote M. Rehr into vacant Real Property Specialist position. Motion by C. Held, second by M. Dent, to approve the internal promotion as presented. **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 the first week in December.

**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. We will begin reviewing and/or revising policies in December with final adoption in February, 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 M. Dent, second by H. Netzing, to approve the report and monthly invoices. **Motion carried.**

Motion by H. Netzing, second by C. Held, to adjourn until Friday, January 8, 2016, at 8:15AM. **Motion carried.**

MEETING ADJOURNED AT 9:05AM

*Respectfully submitted,*

*Signed by: Henry Netzing, Secretary*