

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
April 15, 2016 – County Board Gallery, West Square Building**

MEMBERS PRESENT: T. Meister, A. Lombard, M. Dent

OTHERS PRESENT: L. Hasenbalg, J. Vosen, C. Bodendein, M. Posewitz, S. Muchow

ORDER OF BUSINESS. The meeting was called to order by Meister at 8:30 A.M. and was certified to be in compliance with the Open Meetings Law.

EXCUSED. C. Held, H. Netzinger

AGENDA. Motion by A. Lombard, second by M. Dent, to adopt the agenda. **Motion carried.**

MINUTES. Motion by M. Dent, second by A. Lombard, to approve the March 11, 2016, regular business meeting minutes as sent.

PUBLIC COMMENT. None.

COMMUNICATIONS. Item number seven on the agenda was postponed.

CORPORATION COUNSEL RECLASSIFICATION OF VACANT POSITION. T. Liebman appeared to request ability to reclassify one of the vacant Assistant Corporation Counsel positions to the classification of Principal Assistant Corporation Counsel. This individual would assist the department and serve in the absence of the Corporation Counsel. Motion by A. Lombard, second by M. Dent, to approve the reclassification as presented with appropriate placement to the D61 pay band. Motion carried.

HEALTH CARE CENTER CASUAL REGISTERED NURSES. J. Vosen appeared to request ability to change the rate of the temporary, casual Registered Nurses. The casual positions typically fill in on the weekends and other shifts that are difficult to fill. Motion by M. Dent, second by A. Lombard, to change the pay rate of the casual Registered Nurses to \$32.25 per hour effective with the first period in May. Motion carried.

HIGHWAY RECLASSIFICATION OF VACANT COMMERCIAL TRUCK DRIVER

HIGHWAY FOUR DAY WORK WEEK. S. Muchow appeared to request a change in the workweek for the Highway Department to four, ten hour days from April to September. The schedule change is due to increased construction projects in the summer months. Motion by A. Lombard, second by M. Dent, to approve the transition to the four day work week as presented. Motion carried.

PUBLIC HEALTH INTERNAL PROMOTION. C. Bodendein appeared to request ability to internally promote A. Horkan into the vacant position of Public Health Nurse. The position will assist with the Nurse Family Partnership as well as dental program. Dollars are allocated in the 2016 for the position. Motion by M. Dent, second by A. Lombard, to approve the internal promotion 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 will continue the review of policies and ordinance, specific adjustments as a result of Health Care Reform. The annual report for the department was distributed and discussed. Will also be requests for carryovers for office supplies, MIS projects and Section 125 forfeitures. Provided updates regarding recruitments for the Administrative Coordinator, Nursing Home Administrator and Human Services Director. Motion by T. Meister, second by A. Lombard, to approve the report and monthly invoices. **Motion carried.**

M. Posewitz presented updates to the Policies and Procedures Manual. Specific areas that required updates were reviewed in detail with the group. The majority of the revisions were due to changes in the law impacting several areas. Motion by M. Dent, second by A. Lombard, to approve the updates to the Policies and Procedures Manual. Motion carried.

M. Posewitz distributed the amended wellness plan and policy for reimbursement. The policy is based on prior work completed through M3 and GHC incorporating the wellness goals built into the contract tied to the annual renewal. Eligible employees will have the ability to be reimbursed for specific activities related to wellness and biometric screening (approved by GHC). The reimbursement levels will vary based on activities completed and will be funded through wellness dollars. It is anticipated the policy and plan for biometric screening/wellness activities will be rolled out in April. Motion by M. Dent, second by A. Lombard, to approve the amended wellness policy and employee wellness reimbursement plan as presented. Motion carried.

Motion by M. Dent, second by A. Lombard, to adjourn until Friday, May 6, 2016, at 8:30AM. **Motion carried.**

MEETING ADJOURNED AT 9:40AM

Respectfully submitted,

Signed by: Henry Netzing, Secretary