

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
May 6, 2016 – County Board Gallery, West Square Building**

MEMBERS PRESENT: T. Meister, H. Netzing, T. Bychinski, D. Moore, J. Berlin

OTHERS PRESENT: L. Hasenbalg, C. Bodendein, M. Posewitz, S. Muchow, R. Fry, B. Michalek, M. Krueger

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.

AGENDA. Motion by T. Bychinski, second by H. Netzing, to adopt the agenda. **Motion carried.**

MINUTES. Motion by H. Netzing, second by T. Bychinski, to approve the April 15, 2016, regular business meeting minutes as sent.

PUBLIC COMMENT. None.

ELECTION OF OFFICERS:

T. Meister called for nominations from the members present for the office of Personnel Committee Chair.

Motion by T. Bychinski, second by H. Netzing, to nominate T. Meister, for Personnel Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by D. Moore, second by J. Berlin, to close nominations and elect T. Meister Personnel Committee Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Vice -Chair. Motion by T. Bychinski, second by D. Moore, to nominate H. Netzing, for the office of Vice-Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by D. Moore, second by J. Berlin, to close the nominations and elect H. Netzing, as Personnel Committee Vice-Chair. **Motion carried.**

T. Meister called for nominations from the members present for the office of Personnel Committee Secretary. T. Meister, second by A. H. Netzing to nominate D. Moore, for the office of Secretary. Second call for nominations. None. Third call for nominations. None.

Motion by H. Netzing, second by J. Berlin, to close the nominations and elect D. Moore, Personnel Committee Secretary. **Motion carried.**

CONSERVATION PLANNING AND ZONING DIRECTOR RECLASSIFICATION.

B. Michalek appeared to present information with regard to the reclassification of Conservation, Planning and Zoning Director. The item was submitted as part of the 2016 budget process, however referred back to the Personnel Committee for additional discussion. The group postponed any action on the item in October of 2015 for a period of at least six months. Michalek believes the position was not appropriately classified as a result of the classification and compensation analysis. Issues were raised regarding the appropriateness of the request. Discussion ensued. Motion by T. Meister, second by J. Berlin, to reclassify the Conservation, Planning and Zoning Director from D62, S3 to D63, S4, based on additional duties of the position as presented by the CPZ Director. **Motion carried.**

CPZ PLACEMAKING PLANNER CLASSIFICATION CHANGE. M. Posewitz presented request from Conservation, Planning and Zoning to change the status of the Placemaking Planner position from limited term to project position. The transition is necessary in order to attract a larger candidate pool. The request is budget neutral as is structural to the position. Motion by H. Netzing, second by T. Bychinski, to approve the change as presented. **Motion carried.**

PUBLIC HEALTH RESOLUTION ELIMINATING AN ENVIRONMENTAL HEALTH TECHNICIAN CREATING A SANITARIAN

POSITION OUTSIDE THE 2016 BUDGET PROCESS. C. Bodendein appeared to present information with regard to the resolution eliminating an Environmental Health Technician creating a Sanitarian position outside the 2016 budget process. The individual recently obtained their Sanitarian license. The position assists with inspection programming for the department. Discussion ensued regarding the potential of moving into full agent status. Motion by T. Bychinski, second by D. Moore, to approve the resolution as presented. **Motion carried.**

PUBLIC HEALTH INTERNAL PROMOTION. C. Bodendein appeared to request ability to internally promote S. Lissner into vacant Sanitarian position (subject to position approval by the Board). The individual is currently performing duties. Motion by H. Netzing, second by T. Bychinski, to approve the internal promotion of S. Lissner to Sanitarian. **Motion Carried.**

NURSE FAMILY PARTNERSHIP UPDATE. C. Bodendein presented an update regarding the Nurse Family Partnership Program. The program assists families/children with a current caseload of 40 clients. The department has applied for a grant to fund additional positions for the program. **No action required.**

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. An update was also provided regarding the wellness programming for employees. The annual report for the department was distributed and discussed. An overview was provided regarding departmental responsibilities as well as programs and priorities. Motion by H. Netzinger, second by D. Moore, to approve the report and monthly invoices. **Motion carried.**

Motion by H. Netzinger, second by J. Berlin, to adjourn until Wednesday, June 1, 2016, at 8:30AM. **Motion carried.**

MEETING ADJOURNED AT 10:35AM

Respectfully submitted,

Signed by: David Moore, Secretary