

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
August 8, 2016 – County Board Gallery, West Square Building**

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

OTHERS PRESENT: L. Hasenbalg, M. Posewitz, R. Fry, M. Krueger

EXCUSED: T. Bychinski

ORDER OF BUSINESS. The meeting was called to order by Meister at 2:30 P.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by D. Moore, second by H. Netzing, to adopt the agenda. **Motion carried.**

MINUTES. Motion by H. Netzing, second by T. Meister, to approve the July 6, 2016, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

CIRCUIT COURTS. M. Posewitz and R. Fry presented information on behalf of the Circuit Courts regarding an increase to \$30.00 for the work performed by the Condemnation Committee. The individuals are temporary, limited term basis and serve at the pleasure of the Circuit Courts. Motion by H. Netzing, second by D. Moore, to approve the rate change to \$30.00 per hour as presented. **Motion carried.**

CONSERVATION, PLANNING AND ZONING. M. Posewitz presented information with regard to the retitling of Assistant Conservation, Planning and Zoning Director to Assistant Zoning Administrator. The change in title is reflective of the actual duties and responsibilities of the department. A current job description and pay band exists for the position. Motion by H. Netzing, second by J. Berlin to retitle position as presented effective the beginning of the next pay period. **Motion carried.**

HUMAN SERVICES TITLE CHANGES. M. Posewitz appeared on behalf of the Human Services Director to retitle the following positions:

Program Support Specialist (2336) – Program Support Specialist (Business Unit)
Resource Unit Supervisor (2334) - Child Protective Services Supervisor
Youth Services Supervisor (2315) – Juvenile Justice Supervisor
Early Child Special Education Teacher (2330) – Early Childhood Special Education Needs Teacher (Birth to Three)
Community Support Program Supervisor (2324) – Community Support Program Administrative Supervisor
Psychotherapist (2325) – Community Support Clinical Coordinator

The changes reflect title only and have no monetary impact. Motion by J. Berlin, second by T. Meister, to approve the title changes as presented. **Motion carried.**

MISSION, VISION GOALS. M. Posewitz presented the mission, vision and goals for the department in preparation for the 2017 budget process. Several areas will be addressed with the budget cycle including the comprehensive overhaul of the Personnel Ordinance, various health insurance and wellness issues, training and the incorporation of the risk management/safety programs. The incorporation of the additional programs caused a slight increase in the request, otherwise would have been budget neutral. Motion by H. Netzing, second by D. Moore, to approve the preliminary 2017 budget request 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, FLSA and other related laws. An update was also provided regarding the wellness programming and biometrics for employees. New position and reclassification requests submitted as part of the budget process will be discussed at a future joint meeting with Finance. Ratification of the collective bargaining agreement for the sworn unit of the Sheriff's Department will also be discussed at a future meeting. Motion by D. Moore, second by H. Netzing, to approve the report and monthly invoices. **Motion carried.**

Motion by H. Netzing, second by J. Berlin, to adjourn until September 13, 2016, at 8:15AM. **Motion carried.**

MEETING ADJOURNED AT 3:50PM

Respectfully submitted,

Signed by: David Moore, Secretary