

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
April 10, 2017 – County Board Gallery, West Square Building**

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

EXCUSED: D. Moore

OTHERS PRESENT: M. Posewitz, L. Hasenbalg, C. Brickl, S. Pate, M. Krueger, D. Brattset, T. Liebman

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

MINUTES. Motion by T. Bychinski, second H. Netzing, to approve the March 16, 2017, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

MIS TECHNOLOGY USE POLICY UPDATE. S. Pate appeared with updates to the Technology Use Policy. The majority of the changes are related to the evolution of technology practices and language clarifications, incorporation of mobile devices, etc. Discussion ensued. Motion by H. Netzing, second by J. Berlin, to approve the MIS Technology use policy as presented. **Motion carried.**

HUMAN SERVICES RECLASSIFICATION OF VACANT ASSISTANT ECONOMIC SUPPORT SUPERVISOR. D. Brattset appeared to request ability to reclassify the current position of Assistant Economic Support Supervisor to Economic Support Leadworker to better suit the needs of the department. Discussion ensued. Motion by H. Netzing, second by T. Bychinski, to approve the reclassification of the vacant position to Economic Support Leadworker. **Motion carried.**

RECLASSIFICATION OF VACANT SAFETY/RISK MANAGER. M. Posewitz presented information regarding the reclassification of the vacant Safety/Risk Manager. The position and programs were moved under the supervision of the department due to internal restructuring. The title, pay band, general requirements, and responsibilities of the position were updated to better suit the needs of the organization. Currently evaluating all of the risk management and safety related programmatic areas. Motion by T. Bychinski, second by H. Netzing, to approve the reclassification of the vacant Safety/Risk Manager to Human Resources and Safety Coordinator as presented. **Motion carried.**

INTERNAL PROMOTION OF HUMAN RESOURCES AND SAFETY COORDINATOR. M. Posewitz appeared to request ability to internally promote J. Carter, Human Resources Analyst into vacant Human Resources and Safety Coordinator. The individual has been performing the duties on a temporary basis the last six months. Motion by H. Netzing, second by T. Bychinski, to approve the internal promotion as presented effective April 24, 2017. **Motion carried.**

INTERNAL PROMOTION OF HUMAN RESOURCES ANALYST. M. Posewitz appeared to request ability to internally promote K. Hodges into the vacant Human Resources Analyst position. The individual has been employed as an intern by the department the last two years and currently performing some of the duties. Motion H. Netzing, second by J. Berlin, to approve the internal promotion as presented effective May 30, 2017. **Motion Carried.**

DISCUSSION OF STRATEGIC ISSUES. Discussion ensued regarding possible strategic issues for the department. Most of the possible strategic issues should be dealt with through internal mechanisms. Committee consensus no strategic issues for board consumption.

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, workers compensation, 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. In addition, discussed program review of safety related programs and continued work with consultant. Discussed specific requests for carryover dollars related to programmatic areas that require additional attention. Motion by T. Meister, second by H. Netzing, to approve carryover requests and monthly invoices. **Motion carried.**

Motion by T. Bychinski, second by H. Netzing, to adjourn until May 12, 2017, at 8:00AM. **Motion carried.**

MEETING ADJOURNED AT 3:20PM

Respectfully submitted,

Signed by: David Moore, Secretary