

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
January 12, 2018 – Room 213, West Square Building**

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

OTHERS PRESENT: P. Gavinski, C. Spencer, S. Blodgett, M. Posewitz, L. Hasenbalg, A. Bolin, J. Vosen, M. Krueger

ORDER OF BUSINESS. The meeting was called to order by Meister at 8:15 A.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by M. Moore, second by T. Bychinski, to adopt the agenda. **Motion carried.**

MINUTES. Motion by H. Netzing, second by D. Moore, to approve the December 1, 2017, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. Letter from G. Merrell regarding reclassifications within the Highway Department.

ADRC CONSIDERATION OF INTERNAL PROMOTION. S. Blodgett appeared to request ability to internally promote J. Farber into vacant Lead Dining Center Coordinator position located in Reedsburg effective January 1, 2018. This was incorporated into the 2018 budget request. Motion by T. Bychinski, second by J. Berlin, to approve the internal promotion as presented. **Motion carried.**

ADRC CONSIDERATION OF LIMITED TERM EMPLOYEE EXTENSION. S. Blodgett appeared to request extension of Program Specialist/Van Driver limited term employee through December 31, 2018. Blodgett is currently evaluating positions within the transportation area. Motion by D. Moore, second by T. Bychinski, to approve the limited term employee extension as presented. **Motion carried.**

HEALTH CARE CENTER WISCAREGIVER PROGRAM. J. Vosen appeared to present the WisCaregiver Career Program Policy for Certified Nursing Assistants. State developed program to assist long term care units with recruitment and selection efforts for CNA's. Currently there are several facilities in the surrounding area participating in the program. Discussion ensued. Motion by D. Moore, second by T. Bychinski, to approve the policy as presented. **Motion carried.**

HEALTH CARE CENTER REFERRAL BONUS PROGRAM. J. Vosen appeared to present the referral bonus policy for current employees. The facility is struggling with staffing needs and open CNA positions. Discussion ensued. Motion by H. Netzing, second by D. Moore, to approve the policy as presented. **Motion carried.**

HEALTH CARE CENTER RECLASSIFICATION OF VACANT POSITION. J. Vosen appeared to request ability to reclassify a vacant licensed practical nurse to a registered nurse position due to a retirement. Currently reviewing current staffing needs and structure when positions become vacant. Discussion ensued. Motion by J. Berlin, second by T. Bychinski, to approve the reclassification as presented. **Motion carried.**

HUMAN SERVICES OUT OF CLASS PAY REQUESTS. D. Brattset appeared to request ability to provide out of class pay through December 31, 2018, for one-step within the respective pay band for the following positions JJ Social Worker, Lead (J. Weiler), CPS Social Worker, Lead (L. Mistele), Medical Records, Lead (S. Lehman). Motion by T. Bychinski, second by J. Berlin, to approve the out of class pay requests beginning January 29, 2018, until December 31, 2018. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, terminations, labor activities, workers compensation, insurance claims, EAP utilization and benefits information. Addressed the Highway Department compensation issue as discussed as part of communications. In March will need to address the elected officials' salaries for the next term of office. Provided additional updates to safety related trainings that took place over the prior year and updates to the program.

Values. Distributed the values document as drafted by the department head group and plan to incorporate into performance appraisal system.

Ordinance Review Sections 13.53 and 13.56. The relevant sections of the ordinance and proposed changes were reviewed with the group. Reviewed the prior letter and historical perspective regarding health insurance; three main details regarding the health insurance change included Act 10/union decertification, prior administrative changes and different interpretation of the ordinance. Will review draft version based on recommendations by the internal work group in February with final version in March. Motion by T. Meister, second by T. Bychinski, to approve the monthly report and invoices as presented. **Motion carried.**

Motion by T. Bychinski, second by D. Moore, to adjourn until February 6, 2018, at 8:15AM. **Motion carried.**

MEETING ADJOURNED AT 9:25AM.

Respectfully submitted,

Signed by: David Moore, Secretary