

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
February 6, 2018 – Room 213, West Square Building**

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

**OTHERS PRESENT:** C. Spencer, M. Posewitz, L. Hasenbalg, C. Bodendein, C. Warwick, Media

**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 T. Bychinski, second by J. Berlin, to adopt the agenda. **Motion carried.**

**MINUTES.** Motion by H. Netzing, second by D. Moore, to approve the January 12, 2018, regular business meeting minutes as sent. **Motion carried.**

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.**

**ETHICS HOTLINE POLICY AND COMPLAINT POLICY.** M. Posewitz presented the draft Ethics Hotline Policy to the group. The policy references the process used by employees for the anonymous complaint system through the third party vendor, Lighthouse. This also allows another mechanism for employees to address complaints in addition to the grievance and complaint policy. Discussion ensued. Motion by H. Netzing, second by T. Bychinski, to approve the Ethics Hotline Policy as presented. **Motion carried.**

The Employee Complaint Policy initially presented at the December 1, 2017, meeting was reviewed and discussed. Discussion that the document is an internal employee complaint policy, incorporated into the overall employee policies and procedures manual. An e-mail was distributed to the group regarding the notice. The internal employee policy has minimal impact to the public; however the group chose to discuss the item again. Discussion ensued. Motion by H. Netzing, second by T. Meister, to approved the internal Employee Complaint Policy as presented. **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. In March will need to have a joint meeting with finance 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.

The proposed revisions to the Personnel Ordinance drafted by the internal work group was reviewed in detail by the group. There has not been a comprehensive review of the language since 1999. Recommendation to move some areas to the employee policies and procedures manual. Discussion ensued.

Motion by D. Moore, second by T. Bychinski, to approve the monthly report and invoices as presented. **Motion carried.**

Motion by T. Bychinski, second by H. Netzing, to adjourn until March 2, 2018, at 8:15AM. **Motion carried.**

MEETING ADJOURNED AT 9:25AM.

*Respectfully submitted,*

*Signed by: David Moore, Secretary*