

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
August 21, 2018 – Room 213, West Square Building**

MEMBERS PRESENT: T. Bychinski, S. Gibson, C. Gruber, P. Rego

EXCUSED: T. McCumber

OTHERS PRESENT: M. Posewitz, L. Hasenbalg, A. Bolin

ORDER OF BUSINESS. The meeting was called to order by Bychinski at 4:30P.M. and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by P. Rego, second by T. McCumber, to adopt the agenda. **Motion carried.**
Motion by CG, PR

MINUTES. Motion by C. Gruber, second by S. Gibson, to approve the July 17, 2018, business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. Employee letter.

HUMAN SERVICES INTERNAL PROMOTION. M. Posewitz presented request on behalf of Human Services to internally promote H. Schultz into vacant Psychotherapist position. Discussion ensued. Motion by S. Gibson, second by P. Rego, to approve the internal promotion as requested. **Motion carried.**

EMPLOYEE HANDBOOK POLICIES AND PROCEDURES. M. Posewitz presented additional changes to the employee policies and procedures document. Counsel recommended additional language revisions and other changes to be consistent with the ordinance. Discussion ensued. Motion by C. Gruber, second by S. Gibson, to approve the updates to Employee Handbook Policies and Procedures as presented. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz distributed the monthly activities report including meetings, recruitments, attrition, workers compensation, insurance claims, EAP utilization, and benefits information. Provided additional updates regarding future items including the budget process, management training and wellness activities. Motion by S. Gibson, second by P. Rego, to approve the monthly report and invoices in the amount of \$6,964.65, as presented. **Motion carried.**

Motion by S. Gibson, second by P. Rego, to adjourn until September 14, 2018, at 2:00PM. **Motion carried.**

MEETING ADJOURNED AT 4:45 PM.

Respectfully submitted,

Signed by P. Rego, Secretary