

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
January 10, 2020 – Room 213, West Square Building**

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

OTHERS PRESENT: C. Spencer, M. Posewitz, L. Hasenbalg, J. Witecha, P. Gavinski

ORDER OF BUSINESS. The meeting was called to order by Bychinski at 2:00PM and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by C. Gruber, second by P. Rego, to adopt the agenda with the removal of item seven. **Motion carried.**

MINUTES. Motion by C. Gruber, second by T. McCumber, to approve the December 6, 2019, regular business meeting minutes as sent. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

ADRC OUT OF CLASS PAY REQUEST FOR VAN DRIVER. M. Posewitz appeared on behalf of S. Blodgett to request out of class pay through December 31, 2020, for T. Hemberger (A12 to B23). The employee has been assisting with additional duties related to the transportation program. Discussion ensued. Motion by C. Gruber, second by T. McCumber to approve the out of class pay as presented. **Motion carried.**

ADRC EXTENSION OF LIMITED TERM EMPLOYEE. M. Posewitz appeared on behalf of S. Blodgett to request extension of Meals Coordinator (limited term employee), through December 31, 2020. The director continues to work through the structure of the department. Request to revise classification most likely as part of the 2021 budget process. Motion by P. Rego, second by S. Gibson, to approved the limited term employee extension as requested. **Motion carried.**

RESOLUTION AUTHORIZING THE CREATION OF ONE FULL-TIME BUSINESS SERVICES MANAGER AND AMENDING THE 2020 BUDGET. J. Witecha presented information and various documentation regarding the possible creation of the position of Business Services Manager for the Accounting Department. Witecha relayed positions related to purchasing and procurement tends to fund themselves in a variety of ways. The position would potentially work with suppliers, key performance indicators, centralized purchasing. The position would also work to negotiate best rates for service contracts. Discussion ensued. Motion by T. McCumber, second by C. Gruber, to postpone until the April or May meeting. Gibson-Nay. **Motion carried.**

HIGHWAY RECLASSIFICATION OF VACANT PATROLMAN. P. Gavinski appeared to request ability to reclassify vacant Patrolman to Skilled Laborer. Departmental structure of job classifications will be reviewed next month. Motion by S. Gibson, second by T. McCumber, to approve the reclassification of the vacant position as requested. **Motion carried.**

EMPLOYEE IDENTITY RECOVERY COVERAGE. M. Posewitz presented information regarding additional insurance coverage available to employees through Wisconsin County Mutual for incidents of identity theft. The proposal is approximately \$3900, for one year, the coverage is new and was offered after other policies approved. The coverage will be funded with employee recognition dollars for 2020. Motion by C. Gruber, second by S. Gibson, to approve the coverage for 2020 as presented. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and training information. The monthly workers

compensation, insurance claims, and deductibles report were also presented. As discussed last month, the department will continue working on updates to code of conduct. The policy framework exists (harassment, chain of command, respectful workplace, complaints processes). However, ties values, mission, vision or the organization with the day to day operations. Provides employees with specific guidance and aids in the process of continuing to build the culture. Motion by S. Gibson, second by P. Rego, to approve the monthly reports, deductibles, and invoices. **Motion carried.**

Motion by S. Gibson, second by P. Rego, to adjourn until February 7, 2020, at 2:00PM. **Motion carried.**

MEETING ADJOURNED AT 3:20 PM.

Respectfully submitted,

Signed by
P. Rego, Secretary