

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
May 4, 2020 – County Board Room, West Square Building**

MEMBERS PRESENT: T. Bychinski, C. Gruber, S. Gibson, T. Spencer

MEMBERS PRESENT VIA ZOOM: S. Detter

OTHERS PRESENT: M. Posewitz, K. Hodges

OTHERS PRESENT VIA ZOOM: D. Bretl

ORDER OF BUSINESS. The meeting was called to order by Bychinski at 3:00PM and was certified to be in compliance with the Open Meetings Law.

ELECTION OF OFFICERS:

T. Bychinski called for nominations from the members present for the office of Personnel & Insurance Committee Chair. Motion by C. Gruber, second by T. Spencer, to nominate T. Bychinski for Personnel and Insurance Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by C. Gruber, second by T. Spencer, to close nominations and elect T. Bychinski Personnel and Insurance Committee Chair. Motion carried.

T. Bychinski called for nominations from the members present for the office of Personnel and Insurance Committee Vice-Chair. Motion by T. Bychinski, second by S. Gibson, to nominate C. Gruber, for the office of Vice-Chair. Second Call for nominations. None. Third Call for nominations. None.

Motion by T. Bychinski, second by S. Gibson, to close the nominations and elect C. Gruber, as Personnel and Insurance Committee Vice-Chair. Motion carried.

T. Bychinski called for nominations from the members present for the office of Personnel and Committee Secretary. Motion by C. Gruber, second by T. Bychinski, to nominate S. Gibson, for the office of Secretary. Second call for nominations. None. Third call for nominations. None.

Motion by C. Gruber, second by T. Bychinski, to close the nominations and elect S. Gibson, Personnel and Insurance Committee Secretary. Motion carried.

REGULAR MEETING DATE AND TIME. The regular meeting will be the first Friday of the month beginning at 2:00PM, unless otherwise noted. Will re-evaluate after August.

AGENDA. Motion by C. Gruber, second by S. Gibson, to adopt the agenda. Motion carried.

MINUTES. Motion by C. Gruber, second by T. Spencer, to approve the February 27 2020, regular and closed session business meeting minutes as sent. **Motion carried.**

COMMUNICATIONS. None.

FFCRA POLICY ADDENDUM. M. Posewitz presented the addendum based on changes adopted by the federal government in response to the Families Come First Coronavirus Response Act that went into effect April 1, 2020. Discussion ensued. Motion by C. Gruber, second by S. Gibson, to approve the addendum as presented. **Motion carried.**

VACATION ACCRUALS EXTENSION. M. Posewitz and D. Bretl presented information regarding the extension of vacation accrual limits for a period of six months beginning in April 2020, due to the pandemic. Discussion ensued. The group will continue to evaluate progress regarding ability to utilize vacation accruals. Motion by C. Gruber, second by T. Spencer, to approve the vacation limits as presented. **Motion carried.**

OVERTIME EXCEPTIONS FOR HEALTH DEPARTMENT EMPLOYEES. M. Posewitz and D. Bretl appeared to present request from Health Department to allow registered nurses to accrue overtime during the emergency period. Discussion ensued. Motion by T. Bychinski, second by S. Gibson, to approve the overtime exception for a period of six months for the public health nurses as presented. **Motion carried.**

DISCUSSION OF VACANT POSITION AUDITS 13.028. – Committee member requested agenda item to evaluate long-term fiscal implications of refilling vacant positions and evaluation non-essential positions excluding certain Sheriff's Department and Health Care Center employees. Discussion ensued. Motion by C. Gruber, second by T. Spencer, to review and approve vacant positions prior to refilling. **Motion carried.**

RECRUITMENT TIMELINE FOR HUMAN RESOURCES DIRECTOR. M. Posewitz presented tentative timeline for the recruitment for Human Resources Director. Plan to conduct recruitment after the Administrative Coordinator is refilled, appoint K. Hodges in the interim. Motion by C. Gruber, second by S. Detter, to approve the timeline, interim appointment and recruitment process as presented. **Motion carried.**

DEPARTMENTAL UPDATE. M. Posewitz presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other 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 C. Gruber, to approve the monthly reports, deductibles, and invoices as presented. **Motion carried.**

Motion by S. Gibson, second by S. Detter, to adjourn until May 27, at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 5:15 PM.

Respectfully submitted,

Signed by S. Gibson, Secretary