

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL AND INSURANCE COMMITTEE MINUTES - SPECIAL MEETING
May 27, 2020 – Rm. 213, West Square Building**

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

OTHERS PRESENT: M. Posewitz, K. Hodges, D. Bretl, MJ Camu

OTHERS PRESENT VIA ZOOM: G. Rehfeldt

ORDER OF BUSINESS. The meeting was called to order by Bychinski at 5:00PM and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by S. Gibson, second by T. Spencer, to adopt the agenda. Motion carried.

COMMUNICATIONS. None.

CONSIDERATION OF TITLE CHANGE FOR COMMUNITY LIAISON. Chair McCumber requested review of the title for the position of Community Liaison, no monetary impact for this change. Motion by C. Gruber, second by S. Gibson to approve the title change of Community Liaison to Community Development Coordinator. **Motion carried.**

CONSIDERATION OF PROCESS FOR VACANT POSITION AUDITS. M. Posewitz addressed necessary guidance required for departments in accordance with SCCO 13.028. Discussion ensued. Certain departments that provide direct care and keep community peace required to maintain certain level of staffing as 24/7 operation. Continue to evaluate economic situation of the county and other emergent situations. Motion by C. Gruber, second by S. Gibson, to exempt licensed positions from the Health Care Center (primarily certified nursing assistants, licensed practical nurses, registered nurses) and sworn positions and communications center at the Sheriff's Department, all other departmental vacancies will be reviewed in August as part of the annual budget process in conjunction with the Finance Committee using a modified version of the new position request form. **Motion carried.**

REVIEW OF PROCESS FOR NEW POSITIONS AND RECLASSIFICATIONS FOR 2021 BUDGET PROCESS. M. Posewitz presented the draft documentation for new position and reclassification requests submitted as part of the 2021 budget process. Request to add documentation for space needs and infrastructure. No action taken.

HEALTH INSURANCE PLAN FOR 2021. M. Posewitz presented information regarding the health insurance plan for the following contract year. Broker received preliminary documentation for Quartz for relatively low percentage increases into the following years; inclusive of do not exceed numbers into the following two years. Discussion ensued. Plan to bring formal resolution forward to continue with Quartz health insurance at the June meeting.

DEPARTMENTAL UPDATE. M. Posewitz presented the draft tentative agreements reached with WPPA, if Committee is in support of the proposals, tentative ratification next month. Reviewed Compensation Philosophy with the group in preparation for the budget process. Working on updates to the employee handbook, draft complete in June or July. Motion by S. Gibson, second by C. Gruber, to approve monthly report as presented. **Motion carried.**

Motion by S. Gibson, second by S. Detter, to adjourn until June 12, 2020, at 2:00PM. **Motion carried.**

MEETING ADJOURNED AT 6:05 PM.

Respectfully submitted,

Signed by S. Gibson, Secretary