

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
October 5, 2020 – Room 213, West Square Building**

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

OTHERS PRESENT: K. Hodges, D. Bretl, C. Warwick

MEMBERS ABSENT: S. Detter

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 C. Gruber, second by T. Spencer, to approve the agenda as amended. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. Kudos to pass along, please.

MINUTES. Motion by C. Gruber, second by T. Spencer, to adopt the September Meeting Minutes. **Motion carried.**

INTERNAL PROMOTION FOR THE ENVIRONMENTAL HEALTH MANAGER. C. Warwick presented information regarding the vacancy and qualifications of the internal candidate. Motion by C. Gruber, second by S. Gibson to approve the internal promotion. **Motion carried.**

INTERNAL PROMOTION FOR THE PUBLIC HEALTH NURSE. C. Warwick presented information regarding the vacancy and qualifications of the internal candidate. Motion by T. Bychinski, second by C. Gruber to approve the internal promotion. **Motion carried.**

RECLASSIFYING THE VACANT EARLY INTERVENTIONIST PSYCHOTHERAPIST TO A CHILD AND FAMILY PSYCHOTHERAPIST. K. Hodges presented information from the MHRS Manager regarding transitioning the type of psychotherapist needed in the unit. No fiscal impact. Motion by C. Gruber, second by S. Gibson to approve the reclassification to a Child and Family Psychotherapist. **Motion carried.**

APPOINTING AN INTERIM JUSTICE, DIVERSION, AND SUPPORT MANAGER. K Hodges presented information from the Board Chair and Administration regarding an internal employee who could serve as interim during the Administration transition. Motion by S. Gibson, second by T. Spencer to approve the appointment of interim Justice Diversion and Support Manager. **Motion carried.**

ALLOWING SAUK COUNTY EMPLOYEES TO WORK AS POLL WORKERS FOR THE NOVEMBER ELECTION. K. Hodges presented information from the County Clerk requesting Sauk County employees to work as poll workers for the November election, due to the drastic decrease in poll workers and the unknown with the ability of the National Guard to assist. Discussion ensued. Postpone until future time and date to be determined if the need arises. Motion by S. Gibson, second by C. Gruber. **Motion carried.**

UPDATING THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT POLICY. K. Hodges presented information regarding a law change that required an update to the positions exempted from policy at the Health Care Center. Motion by C. Gruber, second by T. Spencer to approve the amended policy. **Motion carried.**

DEPARTMENTAL UPDATE.

K. Hodges presented the monthly workers compensation, insurance claims, and deductibles report; highlighting the worker's compensation claims this past month. Then the monthly activities report was presented including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information. Update on COVID items, budget items, and progress was made on the review of a timekeeping system. Motion by C. Gruber, second by S. Gibson, to approve the monthly reports, deductibles, and invoices as presented. **Motion carried.**

Motion by C. Gruber, second by S. Gibson to adjourn until November 2, 2020 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 5:19 PM.

Respectfully submitted,

Signed by S. Gibson, Secretary