

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
March 1, 2021 – County Board Room, West Square Building**

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

**OTHERS PRESENT:** S. Box, K. Hodges, B. Miller

**OTHERS PRESENT VIA ZOOM:** T. Stewart

**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. Detter, second by C. Gruber, to approve the agenda. **Motion carried.**

**FEBRUARY MINUTES.** Motion by C. Gruber, second by S. Gibson, to adopt the February Meeting Minutes. **Motion carried.**

**JOINT E&L AND P&I MINUTES.** Motion by S. Gibson, second by T. Spencer, to adopt the Joint Executive and Legislative Committee and Personnel and Insurance Committee Meeting Minutes. **Motion carried.**

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** None.

**ALLOWING THE FINANCIAL ANALYST-HEALTH TO CARRYOVER VACATION HOURS IN EXCESS OF 186.0 HOURS DUE TO THE COVID-19 PANDEMIC.** T. Stewart presented information regarding a request for one employee to carryover vacation hours as they were not able to get their vacation time down prior to their yearly anniversary, requesting hours to be carried over. Discussion ensued. Motion by S. Gibson, second by S. Detter, to allow the Financial Analyst-Health to carryover vacation hours in excess of 186.0 hours, and excess hours should be utilized by July 1. **Motion carried.**

**RECLASSIFYING THE VACANT ADMINISTRATIVE SUPPORT ASSISTANT TO PROGRAM SUPPORT SPECIALIST-BUSINESS.** S. Box presented information regarding a vacancy within the unit and how the reclassification will allow for cross training. Discussion ensued. Motion by C. Gruber, second by S. Detter, to approve the reclassification. **Motion carried.**

**DEPARTMENTAL UPDATE.**

K. Hodges presented the monthly workers compensation, insurance claims, and deductibles report; highlighting the deductibles, workers compensation report to the state, and upcoming safety committee.

K Hodges presented information regarding what funds she would like to carryforward into 2021, primarily training funds. Motion by C. Gruber, second by S. Gibson to approve the carryforward request. **Motion carried.**

K. Hodges presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information. Highlighting on past recruitments. Motion by S. Gibson, second by T. Spencer, to approve the monthly reports, deductibles, and invoices as presented. **Motion carried.**

Motion by S. Gibson, second by S. Detter to adjourn until April 5, 2021 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 5:19 PM.

*Respectfully submitted,*

*Signed by S. Gibson, Secretary*