

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
May 3, 2021 – Room 213, West Square Building**

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

**OTHERS PRESENT:** B. Bodette, D. Brattset, K. Hodges, B. Miller

**ORDER OF BUSINESS.** The meeting was called to order by T. 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. **Motion carried.**

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

**SPECIAL APRIL MINUTES.** Motion by C. Gruber, second by T. Spencer, to adopt the Special April Meeting Minutes. **Motion carried.**

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** None.

**INTERNAL PROMOTION TO PUBLIC HEALTH TECHNICIAN.** K. Hodges presented information regarding the internal employee and their interest in the Public Health Technician role. Discussion ensued. Motion by S. Gibson, second by C. Gruber, to internally promote to Public Health Technician. **Motion carried.**

**RECLASSIFYING THE PUBLIC HEALTH DEPUTY DIRECTOR POSITION FROM 7D63 TO 7D62 ONCE IT BECOMES VACANT IN 2021.** K. Hodges presented information regarding the Deputy Director and Director being on the same wage scale. Discussion ensued. Motion by C. Gruber, second by T. Spencer, to reclassify the Deputy Public Health Director position once it becomes vacant. **Motion carried.**

**RESOLUTION AUTHORIZING THE DEPARTMENT OF HUMAN SERVICES TO CREATE ONE FULL TIME CHILDREN'S LONG TERM SUPPORT SOCIAL WORKER POSITION OUTSIDE THE BUDGET PROCESS AS A RESULT OF THE STATE'S MANAGEMENT WAITLIST AND COMMITMENT TO WAITLIST ELIMINATION.** D. Brattset and B. Bodette presented information regarding the mandate from the state regarding waitlist elimination and current staffing levels. Discussion surrounding making this a limited term position instead of a full time regular position. Discussion ensued. Motion by T. Spencer, second by S. Detter, to approve the resolution. **Motion carried.**

**ALLOWING THE GIS COORDINATOR AND CARTOGRAPHER TO CARRYOVER VACATION HOURS IN EXCESS OF 186.00 HOURS.** K. Hodges presented information regarding the reasons for the request to carryover hours. Discussion ensued. Motion by S. Gibson, second by C. Gruber, to allow the GIS Coordinator and Cartographer to carryover vacation hours in excess of 186.00 hours and to use by July 31. **Motion carried.**

**INCREASING THE UW EXTENSION INTERN WAGE FROM \$11.00 TO \$12.00.** K. Hodges presented information regarding current intern wages across the county, and their plan to remain in budget. Discussion ensued. Motion by S. Gibson, second by C. Gruber, to increase the UW Extension Intern wage from \$11.00 to \$12.00. **Motion carried.**

**REVISING THE SAUK COUNTY EMPLOYEE HANDBOOK.** K. Hodges presented information regarding the additional handbook correction needed for the payroll implementation. Discussion ensued. Motion by C. Gruber, second by T. Spencer, to revise the Sauk County Employee Handbook. **Motion carried.**

**DEPARTMENTAL UPDATE.**

K. Hodges presented the monthly workers compensation, insurance claims, and deductibles report; highlighting the safety team meeting and MSDS Online renewal. Motion by S. Gibson, second by C. Gruber, to approve the monthly report and deductibles. **Motion carried.**

K. Hodges presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information. Highlighting on upcoming training, deferred compensation review upcoming, and negotiations. Motion by C. Gruber, second by S. Gibson, to approve the monthly reports, deductibles, and invoices as presented. **Motion carried.**

Motion by S. Gibson, second by T. Spencer to adjourn until June 7, 2021 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 6:03 PM.

*Respectfully submitted,*

*Signed by S. Gibson, Secretary*