

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
MARCH 7, 2022 – ROOM 213, WEST SQUARE BUILDING**

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

MEMBERS ABSENT: C. Gruber

OTHERS PRESENT: N. Cibulka, E. Greenwood, K. Hazard, M. Screnock

ORDER OF BUSINESS. The meeting was called to order by T. Bychinski at 5:42 PM and was certified to be in compliance with the Open Meetings Law.

AGENDA. Motion by S. Gibson, second by S. Detter, to approve the agenda. **Motion carried.**

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

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

COURTHOUSE SECURITY POLICY WITHIN THE SAUK COUNTY EMPLOYEE HANDBOOK. K. Hazard and M. Screnock presented information regarding the policy. Discussion ensued. No action taken.

RECLASSIFY THE CSP PSYCHIATRIC NURSE TO CSP SOCIAL WORKER. K. Hazard and N. Cibulka presented information regarding the changing needs within the department and community. Discussion ensued. Motion by S. Detter, second by S. Gibson to reclassify the CSP Psychiatric Nurse to CSP Social Worker. **Motion carried.**

RECLASSIFY THE PART-TIME 0.8 REGISTERED NURSE SUPERVISOR TO A FULL-TIME 1.0 REGISTERED NURSE SUPERVISOR. K. Hazard and E. Greenwood presented information regarding the changing needs within the department and practically of a 1.0 vs. 0.8 FTE. Discussion ensued. Motion by S. Gibson, second by T. Spencer to reclassify the Registered Nurse Supervisor from a 0.8 FTE to a 1.0 FTE. **Motion carried.**

RECLASSIFY THE PART-TIME ENVIRONMENTAL SERVICES TO A FULL-TIME 1.0 ENVIRONMENTAL SERVICES. K. Hazard and E. Greenwood presented information regarding the changing needs within the department and the vacant lead role within environmental services. Discussion ensued. Motion by S. Gibson, second by T. Spencer to reclassify the Environmental Services to 1.0 FTE. Aye- Bychinski, Gibson, Spencer, Nay- Detter. **Motion carried.**

ALLOW THE HEALTH CARE CENTER EMPLOYEES TO EXCEED THE MAXIMUM VACATION HOURS UNTIL SEPTEMBER 1, 2022. K. Hazard and E. Greenwood presented information regarding the workload the health care center staff are currently under. Discussion ensued. Motion by S. Gibson, second by S. Detter to allow the health care center employees to exceed the maximum vacation hours until September 1, 2022. **Motion carried.**

ALLOW THE UW EXTENSION OFFICE COORDINATOR TO RECEIVE 32.25 HOURS LOST DUE TO BEING OVER THE MAXIMUM VACATION HOURS. K. Hazard presented information regarding the workload the UW Extension Coordinator was under while another position was vacant within the unit. Discussion ensued. Motion by S. Gibson, second by T. Spencer to give the UW Extension Office Coordinator back the 32.25 vacation hours lost and to exceed the maximum if the return of the hours puts them over. Aye- Bychinski, Gibson, Spencer, Nay- Detter. **Motion carried.**

APPROVE THE 2021 PERSONNEL ANNUAL REPORT. K. Hazard presented information regarding the 2021 annual report for the personnel department, highlighting the new staff and high recruitment volume. Discussion ensued. Motion by S. Gibson, second by S. Detter to approve the 2021 Personnel Annual Report. **Motion carried.**

DEPARTMENTAL UPDATE.

K. Hazard presented the monthly workers compensation, insurance claims, and deductibles report, highlighting upcoming respirator fit testing and past claims. Motion by S. Gibson, second by S. Detter to approve the claims and deductibles. **Motion carried.**

K. Hazard presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information, with a highlight on carryforward requests. Motion by S. Detter, second by S. Gibson to approve the carryforward requests as presented. **Motion carried.**

Motion by S. Gibson, second by T. Spencer to approve the monthly invoices and reports. **Motion carried.**

Motion by T. Spencer, second by S. Dettler to adjourn until April 4, 2022 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 7:01PM.

Respectfully submitted,

Signed by S. Gibson, Secretary