

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING
JUNE 6, 2022 – ROOM 213, WEST SQUARE BUILDING**

MEMBERS PRESENT: C. Gruber, P. Kinsman, R. Prosser, J. Roxen, T. Spencer

OTHERS PRESENT: E. Greenwood, K. Hazard, B. Miller

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

AGENDA. Motion by T. Spencer, second by P. Kinsman, to approve the agenda. **Motion carried.**

MAY MINUTES. Motion by P. Kinsman, second by J. Roxen, to adopt the May Meeting Minutes. **Motion carried.**

PUBLIC COMMENT. None.

COMMUNICATIONS. None.

RECLASSIFY VACANT SYSTEM SECURITY SPECIALIST TO NETWORK SUPPORT SPECIALIST. K. Hazard and S. Pate presented information regarding the changing structure of the department. Discussion ensued. Motion T. Spencer by second by P. Kinsman, to reclassify the System Security Specialist to Network Support Specialist. **Motion carried.**

MARKET ADJUSTMENT FOR CERTIFIED NURSING ASSISTANTS, RESTORATIVE AIDES, HEALTH UNIT COORDINATORS, LICENSED PRACTICAL NURSES, REGISTERED NURSES, REGISTERED NURSE SUPERVISORS, ASSISTANT DIRECTOR OF NURSING, DINING ASSISTANTS, AND COOKS AT THE HEALTH CARE CENTER. K. Hazard and E. Greenwood presented information regarding the need for a market adjustment. Discussion ensued. Motion by R. Prosser, second by T. Spencer to approve the market adjustment as proposed. **Motion carried.**

RECLASSIFY TEN (10) VACANT CERTIFIED NURSING ASSISTANT POSITIONS TO TEN (10) HOSPITALITY AIDES, SIX (6) PART-TIME AND FOUR (4) FULL-TIME. K. Hazard and E. Greenwood presented information regarding the changing structure of the department. Discussion ensued. Motion R. Prosser by second by P. Kinsman, to reclassify the Certified Nursing Assistant Positions to Hospitality Aide Positions. **Motion carried.**

RECLASSIFY TWO (2) VACANT LICENSED PRACTICAL NURSE POSITIONS TO TWO (2) NURSE EXTERN POSITIONS, ONE (1) PART-TIME AND ONE (1) FULL-TIME. K. Hazard and E. Greenwood presented information regarding the changing structure of the department. Discussion ensued. Motion T. Spencer, by second by R. Prosser, to reclassify the Licensed Practical Nurse Positions to Nurse Extern Positions. **Motion carried.**

DEPARTMENTAL UPDATE.

K Hazard presented the monthly safety report, highlighting a workers compensation and highway safety days. Motion by P. Kinsman, second by T. Spencer to approve the property claim and deductible.

K. Hazard presented the monthly activities report including meetings, benefits, recruitments, attrition, EAP utilization, metrics, and other training information. Motion by T. Spencer, second by P. Kinsman to approve the monthly invoices and reports. **Motion carried.**

Motion by R. Prosser, second by P. Kinsman to adjourn until July 11, 2022 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 5:36PM.

Respectfully submitted,

Signed by P. Kinsman, Secretary