

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES - REGULAR MEETING  
MAY 16, 2022 – ROOM 213, WEST SQUARE BUILDING**

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

**MEMBERS ABSENT:** T. Spencer

**OTHERS PRESENT:** S. Blodgett, P. Gavinski, 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.

**ELECTION OF OFFICERS:**

C. Gruber called for nominations from the members present for the office of Personnel & Insurance Committee Chair. Motion by P. Kinsman to nominate C. Gruber for Personnel and Insurance Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Nominations were closed and Committee elected C. Gruber Personnel and Insurance Committee Chair. Motion carried.

C. Gruber called for nominations from the members present for the office of Personnel and Insurance Committee Vice-Chair. Motion by C. Gruber to nominate T. Spencer for Personnel and Insurance Committee Chair. Second Call for nominations. None. Third Call for nominations. None.

Nominations were closed and Committee elected T. Spencer Personnel and Insurance Committee Vice-Chair. Motion carried.

C. Gruber called for nominations from the members present for the office of Personnel and Insurance Committee Secretary. Motion by P. Kinsman to nominate P. Kinsman for Personnel and Insurance Committee Secretary. Second Call for nominations. None. Third Call for nominations. None.

Nominations were closed and Committee elected P. Kinsman Personnel and Insurance Committee Secretary. Motion carried.

**REGULAR MEETING DATE AND TIME.** The regular meeting will be the first Monday of the month beginning at 5:00PM, unless otherwise noted.

**AGENDA.** Motion by P. Kinsman, second by R. Prosser, to approve the amended agenda. **Motion carried.**

**APRIL MINUTES.** Motion by P. Kinsman, second by R. Prosser, to adopt the April Meeting Minutes. **Motion carried.**

**PUBLIC COMMENT.** None.

**COMMUNICATIONS.** None.

**RECLASSIFY 2.0 FTE VACANT HIGHWAY OPERATOR I, HB22 TO HIGHWAY OPERATOR 3, HB24.** K. Hazard and P. Gavinski presented information regarding the need for more skilled labor within the department. Discussion ensued. Motion R. Prosser by second by P. Kinsman, to reclassify the 2.0 FTE Vacant Highway Operator I to Highway Operator 3. **Motion carried.**

**APPROVE STEP 9, HA11, FOR NUTRITION SPECIALIST.** K. Hazard and S. Blodgett presented information regarding the need for this role and the cost savings it will have for the county. Discussion ensued. Motion by R. Prosser, second by P. Kinsman, to approve the hiring rate. **Motion carried.**

**REQUEST FOR PROPOSAL (RFP) FOR A CLASSIFICATION AND COMPENSATION STUDY.** K. Hazard and B. Miller presented information regarding the need for a class and compensation study. Discussion ensued. Motion by R. Prosser, second by P. Kinsman to approve the RFP for a classification and compensation study. **Motion carried.**

**DEPARTMENTAL UPDATE.**

K. Hazard presented an overview of the Personnel Department. K Hazard presented the monthly safety report, highlighting a review of hood respirators and annual conference.

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

Motion by P. Kinsman, second by J. Roxen to adjourn until June 6, 2022 at 5:00PM. **Motion carried.**

MEETING ADJOURNED AT 6:04PM.

*Respectfully submitted,*

*Signed by P. Kinsman, Secretary*