

Sauk County Finance, Personnel & Insurance Committee
Wednesday, September 10, 2025
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Tim McCumber, Aaron Evert, Terry Spencer, Andrea Lombard, Brandon Lohr
Members not present: Lynn Eberl, Jake Roxen
Others present: Anna Cooke, Lynn Horkan, Timothy Kabot, Jessica Machovec, Kerri Menke, Tara Thompson, Lisa Wilson

The meeting was called to order by Vice Chair Lohr at 5:00 PM. Certification of open meeting compliance was given. **Motion by Spencer, second by Lombard to adopt the agenda. Motion carried. Motion by McCumber, second by Evert to adopt the minutes of the previous meeting from August 11, 2025. Motion carried.**

Public Comment: None
Communications: None

Discussion and possible action on the revisions for the Employee Handbook effective September 28, 2025.

Cooke presented the changes to the Employee Handbook. **Motion by Burchill, second by Carver to approve the revisions for the Employee Handbook effective September 28, 2025. Motion carried.**

Discussion and possible action to promote Samantha Mittlesteadt to the Administrative Services Coordinator position effective September 14, 2025.

Cooke presented the reason for the promotion. **Motion by McCumber, second by Evert to approve the promotion of Samantha Mittlesteadt to the Administrative Services Coordinator position effective September 14, 2025. Motion carried.**

Discussion and possible action on wages for LPN, Staff Nurse (RN), RN Supervisor and MDS Coordinator positions at the Sauk County Health Care Center effective September 14, 2025.

Cooke presented the possible wage increases. **Motion by Spencer, second by McCumber to approve the wages for LPN, Staff Nurse (RN), RN Supervisor and MDS Coordinator positions at the Sauk County Health Care Center effective September 14, 2025. Motion carried.**

Budget Update

Horkan discussed the budget process and the status.

Presentation of County Financial reports.

Horkan presented the county financial reports for June 2025.

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports.

Review and Approval of Invoices for the Personnel and Insurance Department.

Motion by McCumber, second by Burchill to approve invoices in the amount of \$2,270.68. Motion carried.

Treasurers Department Update.

Machovec submitted departmental activities, financial reports, and investment reports.

Review Approval of Invoices for the Treasurer's Department.

Motion by Carver, second by Evert to approve invoices for \$209,460.14. Motion carried.

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report.

Review and Approval of Invoices for the Accounting Department.

Motion by McCumber, second by Evert to approve invoices for \$23,574.00. Motion carried.

Review and Approval of Committee payments.


Motion by McCumber, second by Carver to approve the Committee payments of \$14,953.40. Motion carried.

Next meeting(s):

Wednesday, September 24, 2025, at 4:00 PM – Special Meeting for the budget
Wednesday, October 8, 2025, at 4:00 PM

Motion by Spencer, second by Evert to adjourn the meeting at 5:31 PM. Motion carried.

Respectfully submitted,



Gaile Burchill,

Finance, Personnel & Insurance Committee Secretary