

**SAUK COUNTY BOARD OF SUPERVISORS  
PERSONNEL COMMITTEE MINUTES  
November 6, 2023 – ROOM 213, WEST SQUARE BUILDING**

**Members Present:** Carl Gruber, Terry Spencer, Peter Kinsman

**Members Absent:** Robert Prosser, Jake Roxen

**Others Present:** Anna Cooke, Brent Miller

At 5:04 p.m., Chair Gruber called the Personnel and Insurance Committee meeting to order and certified compliance with the open meetings law.

**Adopt Agenda:** Motion to adopt agenda by Spencer, 2<sup>nd</sup> by Kinsman. Motion carried.

**Adopt Minutes from Previous Meeting:** Motion by Kinsman, 2<sup>nd</sup> by Spencer to approve the minutes from the October 2, 2023 meeting.

**Public comment:** None.

**Communication:** None.

**Discussion and Possible Action to Eliminate Vacant Data Systems Tech Position and Create a Program Support Position for the Human Services Department.** Cooke presented request to eliminate Data Systems Tech position and create a Program Support position in the Human Services Department. Discussion followed. Motion by Spencer, 2<sup>nd</sup> by Kinsman to approve of the elimination of the Data Systems Tech position and creation of a Program Support position. **Motion carried unanimously.**

**Resolution Approving the Creation of New Positions in the 2024 Budget.** Cooke presented resolution for the new positions in the 2024 budget. Discussion followed. Motion by Kinsman, 2<sup>nd</sup> by Spencer to approve of the Resolution Approving the Creation of New Positions in the 2024 Budget. **Motion carried unanimously.**

**Discussion and Possible Action on Recommendation for Position of LRE Director.** Miller presented the recommendation for the hiring of the LRE Director position at step 8 on the wage scale effective 1/1/2024. Discussion followed. Motion by Spencer, 2<sup>nd</sup> by Kinsman to approve of the recommended hire for the LRE Director position. **Motion carried unanimously.**

**Department Updates:**

Cooke gave an update and overview of the projects and updates for the Personnel Department. Cooke talked about open enrollment, wellness fairs, recruitment activities, and the monthly safety report. Motion by Kinsman, 2<sup>nd</sup> by Spencer to approve the invoices and reports, and actions taken. **Motion Carried.**

**Next meeting date(s) and agenda items:** December 4, 2023, at 5:00pm

**Adjourn:** Motion to adjourn at 5:24pm by Kinsman, 2<sup>nd</sup> by Spencer. **Motion Carried.**

Respectfully submitted,

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Peter Kinsman, Personnel & Insurance Committee Secretary