

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES
December 11, 2023 – ROOM 213, WEST SQUARE BUILDING**

Members Present: Carl Gruber, Terry Spencer, Peter Kinsman

Members Absent: Robert Prosser, Jake Roxen

Others Present: Anna Cooke, Susan Blodgett

At 5:06 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 Kinsman, 2nd by Spencer. Motion carried.

Adopt Minutes from Previous Meeting: Motion by Kinsman, 2nd by Spencer to approve the minutes from the November 6, 2023 meeting.

Public comment: None.

Communication: None.

Resolution to Approve the Liability, Property, and Workers Compensation Coverage, Insurance, Carrier, and Premiums for 2024. Cooke presented resolution with expected figures for the 2024 renewal period. Discussion followed. Motion by Spencer, 2nd by Kinsman to approve of the Resolution Approving the Liability, Property, and Workers Compensation Coverage, Insurance, Carrier, and Premiums for 2024 pending no major changes from expected figures. **Motion carried unanimously.**

Discussion and Possible Action on the Revised Employee Handbook and Administration and Management Manual for 2024. Cooke presented changes to the 2024 Employee Handbook and Administration Management Manual. Discussion followed. Motion by Kinsman, 2nd by Spencer to approve of the Employee Handbook and Administration Management Manual Revisions for 2024. **Motion carried unanimously.**

Discussion and Possible Action for Employees Currently in Leadworker Positions and the 2024 Wage Scale Implementation. Cooke presented request to make a one-time adjustment to base wages for identified leadworkers for placement on the 2024 wage scale. Discussion followed. Motion by Kinsman, 2nd by Spencer to approve of the wage for employees currently in leadworker positions. **Motion carried unanimously.**

Discussion and Possible Action on the Resolution to Accept the Independent Living Support Grant, Authorize the ADRC Resource Specialist being a 1.0 FTE position in 2024 and to Amend the 2024 ADRC Budget. Blodgett presented resolution for the ADRC Resource Specialist being a 1.0 FTE position in 2024. Discussion followed. Motion by Kinsman, 2nd by Spencer to approve of the Resolution to Accept the Independent Living Support Grant, Authorize the ADRC Resource Specialist being a 1.0 FTE position in 2024 and to Amend the 2024 ADRC budget. **Motion carried unanimously.**

Department Updates:

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

Next meeting date(s) and agenda items: January 8, 2023, at 5:00pm

Adjourn: Motion to adjourn at 5:31pm by Spencer, 2nd by Kinsman. **Motion Carried.**

Respectfully submitted,

Peter Kinsman, Personnel & Insurance Committee Secretary