

**SAUK COUNTY BOARD OF SUPERVISORS
PERSONNEL COMMITTEE MINUTES
January 8, 2024 – ROOM 213, WEST SQUARE BUILDING**

Members Present: Carl Gruber (phone), Terry Spencer, Peter Kinsman, Jake Roxen

Members Absent: Robert Prosser

Others Present: Anna Cooke, Treemanisha Stewart

At 5:02 p.m., Vice Chair Spencer 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 Roxen. Motion carried.

Adopt Minutes from Previous Meeting: Motion by Kinsman, 2nd by Roxen to approve the minutes from the December 11, 2023 meeting.

Public comment: None.

Communication: None.

6) Discussion and Possible Action to Change the FTE Status for Seal a Smile Coordinator Position (40031) from 1.0 FTE to a .60 FTE effective January 7, 2024. Cooke and Stewart presented agenda items 6, 7 and 8 together to discuss positions changes in the Public Health Department. Discussion followed. Motion by Carl, 2nd by Kinsman to approve of agenda item 6 (changing the FTE status for the Seal a Smile Coordinator (40031) position from a 1.0 FTE to a .60 FTE effective January 7, 2024), agenda item 7 (changing the FTE status for the Program Assistant – PH (40042) position from a .60 FTE to a 1.0 FTE effective January 7, 2024) and agenda item 8 (promoting Katherine Homar to the Seal a Smile Coordinator position as of January 7, 2024). **Motion carried unanimously.**

7) Discussion and Possible Action to Change the FTE Status for Program Assistant - PH (40042) from a .60 FTE to a 1.0 FTE effective January 7, 2024.

8) Discussion and Possible Action to Promote Katherine Homar to the Seal a Smile Coordinator position as of January 7, 2024.

Department Updates:

Cooke gave an update and overview of the projects and updates for the Personnel Department and provided some review of 2023 year end data. Motion by Kinsman, 2nd by Roxen to approve the invoices and reports, and actions taken. **Motion Carried.**

Next meeting date(s) and agenda items: February 5, 2024, at 5:00pm

Adjourn: Motion to adjourn at 5:12pm by Kinsman, 2nd by Roxen. **Motion Carried.**

Respectfully submitted,

Peter Kinsman, Personnel & Insurance Committee Secretary