

Sauk County Finance, Personnel & Insurance Committee
Wednesday, October 9, 2024
Room 213, West Square Building, Baraboo

Members present: Gaile Burchill, Sheila Carver, Lynn Eberl, Aaron Evert, Brandon Lohr, Andrea Lombard, Tim McCumber, Terry Spencer

Not present: Jake Roxen

Others present: Anna Cooke, Brian Desmond, Lynn Horkan, Erik Knull, Jessica Machovec, Brent Miller, Heather Rebedew, Tara Thompson, Eric Van Dan Heuvel, Lisa Wilson

The meeting was called to order by Chair Eberl at 4:00 PM. Certification of open meeting compliance was given. **Motion by Spencer, second by Evert to adopt the agenda. Motion carried. Motion by McCumber, second by Lohr to adopt the minutes of the previous meetings from September 11, 2024, and September 25, 2024. Motion carried.**

Public Comment: None

Communications: None

Resolution to Authorize an Increase in the Full Time Equivalent (FTE) for the Community Health Worker (CHW) in Public Health from .4 FTE to 1.0 FTE.

Motion by Spencer, second by Burchill to approve the Resolution to Authorize an increase in the Full Time Equivalent (FTE) for the Community Health Worker (CHW) in Public Health from .4 FTE to 1.0 FTE. Motion carried.

Resolution to Amend the 2024 Budget for Allocation of the Environmental Impact Fee from the Badger-Coulee 345 Kilovolt Transmission Project Received from the American Transmission Company (ATC) Funds for a Remotely Operated Vehicle (ROV).

Knull discussed the need for the Remotely Operated Vehicle. **Motion by McCumber, second by Evert to Authorize to Amend the 2024 Budget for \$93,537.39 for the Allocation of the Environmental Impact Fee from the Badger-Coulee 345 Kilovolt Transmission Project Received from the American Transmission Company (ATC) Funds for a Remotely Operated Vehicle (ROV). Motion carried.**

Update and Possible action for the American Rescue Plan (ARPA) funds.

Horkan gave an update on how the ARPA funds will be allocated through 2024.

Resolution Allocating American Rescue Plan Act (ARPA) Funds and Amending the 2024 Budget.

Horkan explained the resolution. **Motion by Lohr, second by Carver to Authorize Resolution Allocating American Rescue Plan Act (ARPA) Funds and Amending the 2024 Budget. Motion carried.**

Resolution Authorizing the Acquisition of an Employee Assistance Program (EAP) from FEI by AllOne Health.

Cooke explained the Employee Assistance Program. **Motion by Spencer, second by McCumber to Authorize the Resolution for the Acquisition of an Employee Assistance Program (EAP) from FEI by AllOne Health. Motion carried.**

Resolution Authorizing the Acquisition of a Leave of Absence Management System from Total Absence Management.

Cooke explained the Leave of Absence Management System and Family Medical Leave Act. **Motion by Lohr, second by Burchill to Authorize the Resolution for the Acquisition of a Leave of Absence Management System from Total Absence Management. Motion carried.**

Resolution Authorizing Changes to the Sauk County Offered Dental Insurance from Delta Dental.

Cooke explained the changes to the current dental insurance coverage by Delta Dental for 2025. **Motion by Evert, second by Lombard to accept the Resolution Authorizing Changes to the Sauk County Offered Dental Insurance from Delta Dental. Motion carried.**

Discussion on Sauk County Health Care Center (HCC) Incentives for Current Employees.

Cooke reviewed payment incentives established in February 2024 to help keep current employees at the HCC. Committee consensus to revisit HCC incentives next month.

Discussion and Possible Action on the revisions for the Employee Handbook and Administration and Management Manual for November 1, 2024.

Cooke discussed the revisions to the handbook. **Motion by McCumber, second by Lohr to approve the revisions for the Employee Handbook and Administration and Management Manual for January 1, 2025. Motion carried.**

Consider update to Financial Policy 6-95 Timesheet Authorization.

Horkan explained that the elements of the policy are now included in the Employee Handbook so there is no need to keep it in our financial policy.

Presentation of County financial reports.

Horkan presented the county financial reports through August.

Discussion and Possible Appearances by County Departments or Outside Agencies for the 2025 Budget.

No appearances.

Discussion and Consideration and finalization of the 2025 budget recommendation to the County Board.

Miller discussed the summary that was updated for review. **Motion by McCumber, second by Spencer to forward the Administrators 2025 Budget as is to the County Board. Motion carried.**

2025 Budget Supervisor Amendment process and timeline.

Horkan discussed the budget amendment process and timeline.

Personnel and Insurance Department Update.

Cooke reviewed departmental activities and various reports. **Motion by McCumber, second by Spencer to approve invoices in the amount of \$8,598.68. Motion carried.**

Review of Personnel Department 2025 Budget.

Cooke reviewed the departmental budget.

Treasurers Department Update.

Machovec reviewed departmental activities, financial reports, and investment reports. **Motion by McCumber, second by Burchill to approve special invoices for \$198,825.02. Motion carried.**

Review of Treasurers Department 2025 Budget.

Machovec reviewed the departmental budget.

Accounting Department Update.

Horkan reviewed departmental activities, monthly report, and budget report. **Motion by McCumber, second by Carver to approve invoices for \$8,816.00. Motion carried.**

Review of Accounting Department 2025 Budget.

Horkan reviewed the departmental budget.

Motion by McCumber, second by Evert to approve the Committee payments of \$11,118.59. Motion carried.

Motion by Spencer, second by Burchill to go to closed session at 5:33 PM pursuant to Wisc. Stats. 19.85(1)(c) for the annual performance evaluation of Human Resources Director. Aye: Gaile Burchill, Sheila Carver, Lynn Eberl, Aaron Evert, Andrea Lombard, Tim McCumber, Terry Spencer. Nay: None. Motion Carried.


Motion by Spencer, second by Lombard at 5:47 PM to return to open session. Motion carried.

Next meeting(s):

Wednesday, November 6th, 2024, at 4:00 PM.

Motion by Evert, second by Carver to adjourn the meeting at 5:48 PM. Motion carried.

Respectfully submitted,



Gaile Burchill,
Finance, Personnel & Insurance Committee Secretary