

Administration & Personnel Committee  
October 13, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden  
Others: Tina Osterberg, Rick Folkedahl, Hannah Olsen, Ed Smudde, Adrian Lockington, Sharon Nelson, Pamela Pipkin, Andrew Kaftan

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, November 10, 2020 at 12:00 p.m. in the Monroe County Board Assembly Room.
  - Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the September 8, 2020 minutes. Carried 5-0.
  - Information Technology -
    - a. Website Go-Live – Rick Folkedahl, IT Director explained the Go-Live date is October 26, 2020. Departments have been working hard on individualizing their pages.
    - b. Rick Folkedahl provided the IT Director report.
  - Child Support
    - a. Line Item Transfer – Pamela Pipkin explained the 2020 line item transfer in the amount of \$4,900.00 for scanner. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 5-0.
    - b. Pamela Pipkin provided the Child Support Director Report.
  - Personnel –
    - a. New Position Request – Resolution for Approval to Establish a Full-Time Community Health Educator Position in the Monroe County Health Department. Motion by Mark Halverson second by Mary Von Ruden to approve the Full-Time Community Health Educator Position. Sharon Nelson, Health Director explained request for new Health Educator position. Funding is available for 2021 and 2022 through the Coronavirus Preparedness and Response Supplemental Appropriations Act. Discussion. Carried 5-0.
    - b. Self-Funded Health Insurance Plan Update – Ed Smudde provided the 2021 health insurance rates under a self-funded plan. The deductible is \$1,500.00 for single and \$3,000.00 for family. There is a slight increase in premiums for both single and family rates. Discussion. Motion by Mark Halverson second by Brett Larking to affirm moving forward with self-funding of insurance. Carried 5-0.
    - c. Dental Insurance Update – Ed Smudde provided the 2021 dental insurance rates. Delta Dental provided a 0% increase for 2021. Discussion. Motion by Mark Halverson second by Mary Von Ruden to continue with Delta Dental in 2021. Carried 5-0.
    - d. Ed Smudde provided the monthly Personnel Director Report.
  - COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Andrew Kaftan, Corporation Counsel explained thoughts on considerations for emergency orders to make sure Monroe County Board operations are identified for virtual or phone meetings. Topics covered but not limited to:
    - Emergency Rules vs Board Rules
    - Virtual Attendance
    - Voting
    - Point of Order
    - Meeting Materials
    - Request to Speak
    - Distractions through virtual attendance
- It was a consensus of the committee to have the Administrator and Corporation Counsel draft guidelines for future emergency orders and bring back to the committee for further review.
- Ethics Code Review – Andrew Kaftan, Corporation Counsel explained that the Ethic Board Rules and Ethics Code are out of date and need updates. The current Ethics Code is dated June 4, 1997 and the current rules of the Monroe County Ethics Board are dated January 1999. It was a consensus of the committee for the Ethics Board to meet, review and revise the policies. Discussion. Motion by Mary Von

Ruden second by Sharon Folcey to have the Ethics Board to meet, review and revise the policies. Carried 5-0.

- Broadband Expansion Grant – Tina Osterberg, County Administrator explained that the county is looking at a broadband expansion grant application. This project would create a loop to expand broadband. Discussion. Motion by Mark Halverson second by Brett Larkin to approve broadband expansion grant project. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – County Clerk/Election Budget Adjustment; Child Support Director Report; COVID-19/Board Rules, Per-Diems and Virtual Attendance during a Pandemic; Broadband Expansion Grant Resolution.
- Wallace Habegger adjourned the meeting at 1:36 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder