

Administration & Personnel Committee
November 10, 2020

Present: Wallace Habhegger, Sharon Folcey, Mary Von Ruden

Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Adrian Lockington, Pam Pipkin, Rick Folkedahl, Wes Revels, Andy Kaftan

Excused Absent: Mark Halverson, Brett Larkin

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, December 8, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the October 13, 2020 minutes. Carried 3-0.
- Resolution in Support of Lynxx Networks Application for Broadband Expansion Grant for North Tomah Fiber Project – Tina Osterberg, County Administrator explained that the resolution is in support of the project for the Grant. Motion by Sharon Folcey second by Mary Von Ruden to adopt resolution. Carried 3-0.
- Information Technology -
 - a. Rick Folkedahl provided the IT Director report.
Provides update on the transfer of CenturyLink to Lynxx. After this is complete will bring in the State to help finalize the piece within the Child Support Department and Reports.
Overview of Routes to Recovery and purchases. Getting equipment installed and laptops up and running. Website has gone live and makes note that Adrian is documenting all incoming calls and obtaining feedback.
- Child Support
 - a. Resolution in Support of Increased County Child Support Funding – Pam Pipkin, provides funding history and current numbers. Motion by Sharon Folcey second by Mary Von Ruden to adopt resolution. Carried 3-0.
 - b. Pamela Pipkin provided the Child Support Director Report.
- County Clerk/Election – Tina Osterberg, County Administrator speaks on behalf of Shelley Bohl, for the additional Election machine. Motion by Mary Von Ruden second by Sharon Folcey to approve the budget adjustment. 2020 budget adjustment in the amount of \$6,600.00 for one additional new election machine. Carried 3-0.
- Personnel –
 - a. Resolution – COVID-19 Policy and Procedure 2021 – Handout Informational and for Review Only. Further discussion at next month's meeting. Ed Smudde provides overview of handout and explanation of what is to expire at the end of year. Hoping to have further guidance and information available at next month's meeting.
 - b. Ed Smudde provided the monthly Personnel Director Report. Updates on the Health Insurance Open Enrollment period and training sessions.
- COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Tina Osterberg, County Administrator provides update, is still currently under review. Administrator, Corporation Counsel and County Board Chair have met and are currently awaiting information back from the WCA.
- County Administrator –
 - a. Request for Line Item Transfer – Tina Osterberg, County Administrator explained the line item transfer for Veridesk. Describes the functions of use. Motion by Sharon Folcey second by Mary Von Ruden to approve the line item transfer. Carried 3-0.
 - b. Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – Personnel- Resolution-COVID-19 Policy and Procedure 2021- Discussion/Action, Personnel Policy Update Resolution Discussion/Action, COVID-19/Board Rules, Per- diems and Virtual attendance During a Pandemic-Discussion/Action.
- Wallace Habhegger adjourned the meeting at 1:14 p.m. Carried 3-0

Adrian Lockington/Administrative Office Specialist
Recorder