Administration & Personnel Committee
December 8, 2020

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson; Mary Von Ruden joined the meeting at 9:30 a.m. via WebEx
Excused Absent: Brett Larkin
Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Rick Folkedahl, Deb Brandt, Jeremiah Erickson
WebEx Attendance: Pamela Pipkin, Andrew Kaftan, Stan Hendrickson

The meeting was called to order in the Monroe County Board Assembly Room at 9:08 a.m. by Chair Wallace Habhegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, January 12, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mark Halverson second by Sharon Folcey to approve the November 10, 2020 minutes. Carried 3-0.

- Request for Line Item Transfer(s) –
  a. Register of Deeds – Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Deb Brandt, Register of Deeds explained the 2020 line item transfer in the amount of $1,350.00 for indexing data and digitized image repository increase. Carried 3-0.
  b. Child Support - Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Pamela Pipkin, Child Support Director explained the 2020 line item transfer in the amount of $400.00 for the cost to serve papers. Carried 3-0.
  c. Land Records - Motion by Sharon Folcey second by Mark Halverson to approve line item transfer. Jeremiah Erickson, GIS Specialist/LIO explained the 2020 line item transfer in the amount of $34.00 for plotter part replacement. Carried 3-0.
  d. Personnel - Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Ed Smudde, Personnel Director explained the 2020 line item transfer in the amount of $530.00 for cell phone costs, EAP program fees. Discussion. Carried 3-0.

- Information Technology -
  a. Rick Folkedahl provided the IT Director report.

Mary Von Ruden joined the meeting at 9:30 a.m. via WebEx.

- Personnel –
  a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for 2021, COVID-19 Policy – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained ratification to address COVID-19 county operations and health, safety and welfare concerns for county employees. Discussion. Carried 4-0.

  b. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Insurance – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Ed Smudde explained changes to Personnel Policy sections 4.32 Insurance and 4.43 Personal Leave. Discussion. Carried 4-0.

  c. Ed Smudde provided the monthly Personnel Director Report.

- COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic – Tina Osterberg, County Administrator explained that a request was sent to WCA to see if any other counties had made any changes regarding changes in rules. Information has been received and is in the process of being reviewed and there will be follow up in January.

- Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – COVID-19/Board Rules Regarding Voting, Per-Diems and Virtual Attendance during a Pandemic, Land Information Budget Adjustment, County Clerk line-item transfer, Election Proclamation recognizing Municipal Clerks and Election Officials.

- Wallace Habhegger adjourned the meeting at 10:32 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder