Administration & Personnel Committee
February 9, 2021

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson, Mary Von Ruden, Brett Larkin
Others: Tina Osterberg, Rick Folkedahl, Ed Smudde, Hannah Olsen, Adrian Lockington, Wes Revels
WebEx: Pamela Pipkin

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.

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

- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the January 12, 2021 minutes. Carried 5-0.

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel –
    a. Request for Line Item – Ed Smudde explained the 2020 line item transfer in the amount of $120.00 for Section 125 administrative costs. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 5-0.
    b. Request for Budget Adjustment – Ed Smudde explained the 2021 budget adjustment in the amount of $3,861.00 for HRA reimbursement expenses. Motion by Mark Halverson second by Brett Larkin to approve budget adjustment. Carried 5-0.
    c. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Paid Time off (PTO) – Ed Smudde asked that at this time, the resolution be an informational standpoint. Committee members agreed. Ed provided and explained in detail the PTO proposal draft and survey results and answered questions. Discussion. The PTO proposal will be brought to the full board for review only. This item will be re-visited next month.
    d. COVID Policy – Ed Smudde explained that he will be meeting with the Health Director, Tiffany Giesler regarding the Covid Policy. Any future policy changes will be brought back to the committee.
    e. Ed Smudde provided the monthly Personnel Director Report.

- Tina Osterberg provided the Monthly Administrators Report.

- Next Month's Agenda Items – PTO Policy, Covid Policy.

- Wallace Habhegger adjourned the meeting at 10:45 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder