

Administration & Personnel Committee
June 8, 2021

Present: Wallace Habhegger, Mark Halverson, Mary Von Ruden, Brett Larkin

Absent: 1 vacant committee member seat

Others: Tina Osterberg, Rick Folkedahl, Cedric Schnitzler, Wes Revels, Hannah Olsen, Adrian Lockington, Ed Smudde, Alison Elliott, Lynn Kloety, Chris Weaver

Web-Ex: Lisa Aldinger Hamblin, 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, July 13, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the May 11, 2021 minutes. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolutions/New Position Requests
 - Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office. Motion by Mark Halverson second by Brett Larkin to adopt resolution. Lynn Kloety, DA Office Manager explained the request to adjust one current Legal Secretary for a new Paralegal Position. Position cost difference to be paid through county levy. Discussion. Carried 4-0.
 - Resolution Authorizing an Additional Sanitation and Zoning Officer Position in Monroe County. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained the request for an officer in the Sanitation & Zoning Department. Motion by Mark Halverson second by Brett Larkin to withdraw prior motion from the 05/11/2021 Administration & Personnel meeting. Carried 4-0. Motion by Mary Von Ruden second by Mark Halverson to adopt the updated resolution amended by the Sanitation & Zoning Committee in May. Portion of the position will be funded by an increase in fees with the remaining of funding through tax levy. Discussion. Carried 4-0.
 - b. Wage/Benefit Study, RFP Update – Ed Smudde, Personnel Director explained that an RFP was issued for a wage and benefit study. All positions will be reviewed. Proposals are due June 14, 2021. A project timeline was provided to members.
 - c. Review of Covid-19 Policy – Chair Habhegger explained that CDC guidelines have been loosening up. What impact does this have on Covid-19 policies? Ed explained policy updates to masks, staffing and leave options. The current policy is subject to expire September 30, 2021.
 - d. Review of Covid-19 Emergency Declaration – The floor was opened for discussion on how long should the temporary rules of the board continue to take place. Motion by Brett Larkin second by Mark Halverson to bring reconsideration to the board for the Declaration of Extraordinary Circumstances. Discussion. Carried 4-0.
 - e. Ed Smudde provided the monthly Personnel Director Report.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items: Covid-19 Policy Review, Covid-19 Emergency Declaration, Monroe County Board meeting date change for the next term, Election of Committee Vice-Chair, Ethics Committee Review.
- Motion by Mary Von Ruden second by Brett Larkin to move into closed session per WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:00 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association. Supervisors Habhegger, Halverson, Von Ruden and Larkin all voting yes.
- Motion by Mark Halverson second by Brett Larkin to move into open session. Supervisors Habhegger, Halverson, Von Ruden and Larkin all voting yes.

- Chair Habegger adjourned the meeting at 10:14 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder