

Administration & Personnel Committee  
July 13, 2021

Present: Wallace Habegger, Mary Von Ruden, Cedric Schnitzler

Absent: James Kuhn, Mark Halverson, Brett Larkin

Others: Tina Osterberg, Rick Folkedahl, Charles Weaver, Ed Smudde, Hannah Olsen, Adrian Lockington, Wes Revels, Lisa Aldinger Hamblin, Pete Peterson

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, August 10, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Cedric Schnitzler second by Mary Von Ruden to approve the June 8, 2021 minutes. Carried 3-0.
- Chair Wallace Habegger opened the floor for nominations of Vice-Chair. Motion by Cedric Schnitzler second by Wallace Habegger to nominate Mary Von Ruden as Vice-Chair. Carried 3-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Veteran Services Line Item Transfer – Charles Weaver explained the cost and process associated with Veteran's Grave markers/holders. Discussion. Motion by Cedric Schnitzler second by Mary Von Ruden to order 25 markers/holders. Carried 3-0.
- Ethics Policy Review – Lisa Aldinger Hamblin explained that our current Ethics policies are outdated. Corporation Counsel is looking at re-drafting the policy before the Ethics Committee meets.
- Change in Monroe County Board meeting date change for the next term. Mary Von Ruden suggested a change to the board meeting to the 4th Tuesday of each month beginning with the next term of office. Discussion. The committee recommended having a poll take place at the next County Board meeting regarding interest in a date change.
- Personnel Director
  - f. Ed Smudde provided the monthly Personnel Director Report.
  - a. Motion by Cedric Schnitzler second by Mary Von Ruden to move into closed session. Habegger, Von Ruden and Schnitzler all voted yes.  
  
Closed Session pursuant to WI Stats. Sec. 19.85(1) (e) – Interviews for Selection of Vendor to Complete Wage and Benefits Study for Monroe County at 9:30 a.m.
  - b. Motion by Mary Von Ruden second by Cedric Schnitzler to return to open session. Habegger, Von Ruden and Schnitzler all voted yes.
  - c. Resolution Recommending Vendor to Complete Wage and Benefit Study for Monroe County – Motion by Cedric Schnitzler second by Mary Von Ruden to approve resolution awarding McGrath's proposal in the amount of \$78,908.00 and forward to the full board for approval. Carried 3-0.
  - d. Review of Covid-19 Policy - None
  - e. Review of Covid-19 Emergency Declaration – None
- Tina Osterberg Monthly Administrators Report – None
- Next Month's Agenda Items: Ethics Policy Review, Change in Monroe County Board Meeting Date for the Next Term, Review of Covid-19 Policy, Review of Covid-19 Emergency Declaration
- Chair Habegger adjourned the meeting at 11:58 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk - Recorder