

Administration & Personnel Committee
August 10, 2021

Present: Wallace Habegger, Mary Von Ruden, James Kuhn, Mark Halverson, Brett Larkin
Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Charles Weaver, Pamela Pipkin, Wes Revels, Jeff Spencer, Gary Dechant, Adrian Lockington, Hannah Olsen, Ed Smudde, Jeremiah Erickson, Lisa Aldinger Hamblin, Deb Brandt

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, September 14, 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 July 13 and July 28, 2021 minutes. Carried 5-0.
- Sheriff's Office, Increase Compensation for Lt. Spencer as a result of Military deployment of Ally Rudie – Sheriff Wes Revels explained that the Sheriff Department's Office Manager is currently on Military deployment. These duties have been assigned to Lt. Spencer. The Sheriff is requesting that the additional work be compensated at \$300.00 per month. Tina Osterberg, Administrator explained that the increase was denied. Employee's that are completeting work at the same or lesser category do not receive additional pay. Discussion. Motion by Mark Halverson second by Brett Larkin to approve additional compensation. Discussion. Failed by voice vote 2 yes, 3 no.
- Request for Line Item Transfer(s) –
 - a. Veteran Services – Charles Weaver, Veterans' Service Officer explained 2021 line item transfer in the amount of \$2,500.00 for marker/flag holders. Motion by Mary Von Ruden second by Brett Larkin to approve line item transfer. Discussion. Carried 5-0.
 - b. Personnel – Motion by Mark Halverson second by Brett Larkin to approve line item transfer. Ed Smudde explained 2021 line item transfer in the amount of \$2,321.00 for legal counsel costs. Carried 5-0.
 - c. Administrator – Motion by Mary Von Ruden second by Brett Larkin to approve line item transfer. Tina Osterberg explained 2021 line item transfer in the amount of \$1,375.00 for increased overtime. Carried 5-0.
- 2022 Budget Presentations –
 - a. Surveyor – Gary Dechant provided the Surveyors budget and answered questions.
 - b. Child Support – Pamela Pipkin provided the Child Support budget and answered questions.
 - c. Land Information – Jeremiah Erickson provided the Land Information budget and answered questions.
 - d. Veterans Services – Charles Weaver provided the Veterans Services budget and answered questions.
 - e. Register of Deeds – Deb Brandt provided the Register of Deeds budget and answered questions.
 - f. Corporation Counsel – Lisa Aldinger Hamblin provided the Corporation Counsel budget and answered questions.
 - g. Information Technology – Rick Folkedahl provided the Information Technology budget and answered questions.
 - h. Personnel – Ed Smudde provided the Personnel budget and answered questions.
 - i. County Board – Shelley Bohl provided the County Board budget and answered questions.
 - j. County Clerk – Shelley Bohl provided the County Clerk budget and answered questions.
 - k. County Administrator – Tina Osterberg provided the County Administrators budget and answered questions.
- Information Technology –
 - a. Presentation of IT Policies – Rick Folkedahl explained the need to revisit outdated county IT policies. Members were provided with updated policies for the following; Monroe County Network and Computer Use Policy, Monroe County Software Installation Policy, Monroe County Email Policy, Monroe County Privileged Access Policy, Monroe County Clean Desk Policy and Monroe County Information Technology Policies Acknowledgement. Rick presented each policy and answered questions. Discussion. Motion by Mary Von Ruden second by James Kuhn to approve all updated IT policies noted above. Carried 5-0.

b. Rick Folkedahl provided the Information Technology Director Report.

- Personnel Director
 - a. Health Insurance Review/update – Ed Smudde explained pilot program to review the opportunity for county prescription drug savings.
 - b. Wage Study Update – Ed explained that the wage study kickoff will begin on Friday. He will keep the committee updated throughout the process.
 - c. Review COVID 19 Policy – Ed explained that the COVID-19 policy is in effect until September 30, 2021. Next month the policy will end unless a new resolution is passed. This item will be revisited next month.
 - d. Director Report – Ed Smudde provided the monthly Personnel Directors report.
- Review of COVID-19 Emergency Declaration – County Board Chair Schnitzler explained the Emergency Declaration and explained the board would need to determine when the declaration ends. Corporation Counsel explained that all declarations should be reviewed from time to time. This item will be revisited next month.
- Ethics Policy Review – Lisa Aldinger Hamblin, Corporation Counsel explained that a draft policy has been completed. A letter will be drafted from Chair Wallace Habegger to the Ethics Board to convene in order to work on the update of the Ethics Policy.
- Change in Monroe County Board Meeting Date Change for Next Term – Chair Habegger explained that a poll was taken at the last board meeting regarding the potential of changing the board date. Discussion. Motion by Mary Von Ruden to change the County Board meeting date to the 4th Tuesday of the month at 6:00 p.m. for the new Supervisor term beginning next year in April, 2022. Discussion. Motion dies for a lack of a second.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items: Health Insurance Review/Update, COVID-19 Policy Resolution Discussion/Action, Covid-19 Emergency Declaration, Personnel Policy regarding salary adjustment.
- Chair Wallace Habegger adjourned the meeting at 11:22 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder