

Administration & Personnel Committee
September 14, 2021

Present: Wallace Habegger, Mary Von Ruden, James Kuhn, Brett Larkin

Absent: Mark Halverson

Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Hannah Olsen, Ed Smudde, Adrian Lockington, Wes Revels, Lisa Aldinger Hamblin

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, October 12, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by James Kuhn second by Mary Von Ruden to approve the August 10, 2021 minutes. Carried 4-0.
- County Clerk, General Fund Elections – Motion by Mary Von Ruden second by Brett Larkin to approve budget adjustment. Shelley Bohl, Monroe County Clerk explained the 2021 budget adjustment in the amount of \$217,800.00 for election machines. Carried 4-0.
- Register of Deeds, Land Records Life Cycle Extension – Deb Brandt, Register of Deeds explained Fidar Technologies three year extension. The cost is \$21,800.00 each year. Motion by Mary Von Ruden second by Brett Larkin to approve extension. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Discussion Revisions to the Personnel Policy – Chair Wallace Habegger asked committee members their thoughts on review of the Personnel Policy. Discussion. It was a consensus of members to receive a hard copy of the Personnel Policy for review. This item will be revisited.
 - b. Resolution Authorizing Contract Settlement for 2022-2023 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association – Motion by Brett Larkin second by James Kuhn to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained ratification of two year agreement with the Monroe County Professional Police Association. Discussion. Carried 4-0.

Covid-19 Personnel Policy Resolution – Ed Smudde, Personnel explained ratification of Personnel Policies created to address the Covid-19 county operations and health. The current policy ends on September 30, 2021. Discussion. Motion to amend by James Kuhn second by Brett Larkin: strike Line 19, "they do hereby adopt the attached Personnel Policies created" to "we hereby extend the current Covid-19 policy". Discussion. The amendment carried 4-0. Motion by Brett Larkin second by James Kuhn to approve the resolution as amended and forward to the board for approval. Carried 4-0.
 - c. Health Insurance – Ed Smudde, Personnel Director updated members on the current cost of medical expenses and prescription drugs. Plans for next year need to be looked at. Premiums and deductibles may need to be increased. This item will be revisited next month.

Supervisor Larkin left the meeting at 10:00 a.m.

- d. Dental Insurance – Ed Smudde, Personnel Director explained that there is no increase. Motion by Mary Von Ruden second by James Kuhn to accept Delta Dental at a zero percent increase for the 2022 year. Carried 3-0.
- e. Wage Study Update – Ed Smudde, Personnel Director explained that departments sat down with McGrath for individual department information. Job descriptions are being evaluated.
- f. Director Report – Ed Smudde provided the monthly Personnel Directors report.
- Review of COVID-19 Emergency Declaration – No Discussion.

- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items: Revisions to the Personnel Policy-Discussion/Action; Health Insurance; Potential School District Recall Election(s) Impact; Emergency Declaration Review.
- Chair Wallace Habegger adjourned the meeting at 10:49 a.m. Carried 3-0.

Shelley Bohl, Monroe County Clerk
Recorder