

Administration & Personnel Committee  
October 12, 2021

Present: Wallace Habegger, Mary Von Ruden, James Kuhn, Brett Larkin, Mark Halverson  
Others: Cedric Schnitzler, Diane Erickson, Deb Brandt, Remy Gomez, Ed Smudde, Nathan Martin, Rick Folkedahl, Hannah Olsen, Adrian Lockington

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, November 9, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Brett Larkin second by Mark Halverson to approve the September 14, 2021 minutes. Carried 5-0.
- Corporate Counsel, Credit Card Approval - Motion by James Kuhn second by Mark Halverson to approve credit card. Assistant Corporation Counsel credit card request in the amount of \$1,000.00. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Covid-19 Personnel Policy Revisions – Ed Smudde explained that the Covid-19 Personnel Policy was extended by the board until November 30, 2021. The board had concern and asked to have the committee review employee vaccinated vs not fully vaccinated sections. Discussion.  
Suggestions:
    - \*Remove the complete sections: Employees who are fully vaccinated and Employees who are not fully vaccinated
    - \*Encourage staff to wear facemasks and to be vaccinated
    - \*Remove the bullet point under the employees who are fully vaccinated section "can remove masks when at their workstations or working with fellow vaccinated employees that are comfortable with the removal of masks "
    - \*Remove the bullet point under the employees who are fully vaccinated section "employees who are fully vaccinated are welcome to continue wearing masks in accordance with their comfort zone"
    - \*Remove all bullet points under the employees who are not fully vaccinated section with the exception of keeping the last bullet point "some departments may have additional requirements above and beyond the requirements of the emergency order #1, which stated face coverings are required (example: Rolling Hills)"
  - b. Personnel Policy Revisions – Ed Smudde explained that the Personnel Department is looking to revise the Personnel Policy Manual. Personnel will be reviewing policies and bringing forth suggestions for revisions. Supervisors should review the policy and bring back any questions or suggestions. It was a consensus of the committee to prioritize requested areas and complete the review by April of 2022.
  - c. Health Insurance – Ed Smudde provided a general overview of the current Monroe County Health Insurance Plan. Recommended changes are as follows: family full time monthly premium \$290.00 and single full time monthly premium \$119.64. Deductibles recommended to be set at \$2,000.00 for single and \$4,000.00 family. Supervisor Brett Larkin left the meeting at 10:09 a.m. Discussion. Motion by Mark Halverson second by James Kuhn to approve the above recommended 2022 health insurance rates and deductibles. Carried 4-0.
  - d. Wage Study Update – Ed Smudde explained that questionnaires are currently being filled out by staff. Market data will be analyzed. McGrath will be here in December with findings.
  - e. Director Report – Ed Smudde provided the monthly Personnel Directors report.

- Review of COVID-19 Emergency Declaration – County Board Chair Cedric Schnitzler explained the Emergency Declaration was put into place for virtual attendance and the payment of per-diems. It is recommended to let the resolution set at this point.
- Potential Special Recall Election(s) – Shelley Bohl, Monroe County Clerk explained that two notifications of recount were filed with the Sparta School District on September 9, 2021. Signatures would need to be filed with the school district within 60 days of the initial filing. The school district would have 31 days to review the petition for sufficiency. If the signatures would be sufficient, an election would be held the 6<sup>th</sup> Tuesday following the date the school district deemed the petition sufficient. A primary election would be needed if more than two candidates would run per position. Shelley also noted that if petitions would be filed on separate dates, it could create separate election calendars with the potential of up to four separate elections. The school district will have to pick up the entire cost of the election.
- Next Month's Agenda Items: Review of COVID-19 Emergency Declaration, Personnel Policy Revisions, Covid-19 Personnel Policy.
- Chair Wallace Habegger adjourned the meeting at 10:38 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder