

Administration & Personnel Committee  
November 9, 2021

Present: Wallace Habhegger, Mary Von Ruden, James Kuhn, Mark Halverson

Absent: Brett Larkin

Others: Tina Osterberg, Cedric Schnitzler, Rick Folkedahl, Ed Smudde, Hannah Olsen, Pamela Pipkin, Wes Revels, Chris Weaver, Lisa Aldinger Hamblin, Judge Ziegler

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, December 14, 2021 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by James Kuhn to approve the October 12, 2021 minutes. Carried 4-0.
- Child Support –  
Pamela Pipkin provided a performance overview from the 2021 year.  
  
Pamela Pipkin provided the Child Support Director Report.  
  
Student Government Day – Pamela Pipkin explained that 2019 was the last year that the county held Student Government Days. Josh Goede will be taking over student government days and reporting to the Extension Committee. It is anticipated that the next Student Government days will be held in May of 2022. Students will be brought in from local high schools.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual for December 1, 2021 to March 31, 2022, Covid-19 Policy. Ed Smudde, Personnel Director explained ratification of Personnel Policies to address COVID-19. Motion by James Kuhn second by Mark Halverson to approve resolution and forward to the full board for approval. Carried 4-0.
  - b. Personnel Policy Revisions – Ed Smudde, Personnel Director explained that County Mutual has resources to review our policy. Ed explained employee concerns regarding time off for family sick and floating holiday. Discussion included but not limited to: Floating holiday to alleviate blocks and for use in ½ hour increments. Increasing family sick to 40 hours. Discussion. A resolution will be drafted for policy updates.
  - c. Director Report – Ed Smudde provided the monthly Personnel Directors report.
- Review of COVID-19 Emergency Declaration – Chair Habhegger explained that he will be meeting with the Chairman of the Board and the Administrator for review/discussion of the Emergency Declaration.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Review of the COVID-19 Emergency Declaration; Wage Study Presentation; Personnel Policy Revision Resolution; Personnel Line-Item Transfer.
- Chair Wallace Habhegger adjourned the meeting at 10:07 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder