

Administration & Personnel Committee  
December 14, 2021

Present: Wallace Habegger, Mary Von Ruden, James Kuhn, Mark Halverson, Cedric Schnitzler  
Others: Tina Osterberg, Pamela Pipkin, Lisa Aldinger Hamblin, Rick Folkedahl, Charles Weaver, Wes Revels, Chris Weaver, 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, January 11, 2022 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 November 9, 2021 minutes. Carried 5-0.
- Veterans Service Credit Card Approval – Charles Weaver, Veteran's Service Officer asked to have credit card request pulled from the agenda.
- Corporation Counsel/Child Support Notice of Budgetary Adjustment – Motion by Mark Halverson second by Mary Von Ruden to approve budget adjustment. Lisa Aldinger Hamblin, Corporation Counsel explained 2021 budget adjustment in the amount of \$13,500.00 for attorney contracted services. Discussion. Carried 5-0.
- Personnel Line Item Transfers –
  - Motion by Mark Halverson second by James Kuhn to approve line item transfer. Ed Smudde, Personnel Director explained 2021 line item transfer in the amount of \$150.00 for employee assistance program. Carried 5-0.
  - Motion by Mark Halverson second by James Kuhn to approve line item transfer. Ed Smudde, Personnel Director explained 2021 line item transfer in the amount of \$450.00 for printing costs and Section 125 expenses. Carried 5-0.
  - Motion by Mary Von Ruden second by Cedric Schnitzler to approve line item transfer. Ed Smudde, Personnel Director explained 2021 line item transfer in the amount of \$1,100.00 for salaries. Carried 5-0.
- Corporation Counsel, Ethics Updates – Lisa Aldinger Hamblin, Corporation Counsel explained that the Ethics Committee met and minor changes were made to the Ethics Manual. The Ethics Manual has been updated and will be presented to the Administration committee for approval.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Floating Holiday and Family Sick Leave. Motion by James Kuhn second by Mark Halverson to approve resolution and forward to the full board for approval. Ed Smudde, Personnel Director explained recommended changes to family sick leave and floating holiday. Discussion. It was suggested to update the policy by removing the reference of days and use only total hours to eliminate confusion. Ed Smudde explained that part time status as of the 1<sup>st</sup> of the year dictates the allocated amount, it was suggested that this should also be noted in the policy. Ed suggested a table be added to the part time section to further explain the hour breakdown. The resolution and policy will be re-drafted and the committee will meet at 5:30 p.m. on December 21, 2021 for review and final approval.
  - b. Wage Study Update – The wage study presentation will be held in January.
  - c. Director Report – Ed Smudde provided the monthly Personnel Directors report.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Wage Study Presentation; Ethics Manual Update Approval.

- Chair Wallace Habegger adjourned the meeting at 10:15 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder