

Administration & Personnel Committee
April 12, 2022

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

Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Rick Folkedahl, Adrian Lockington, Wes Revels, Pamela Pipkin, Bob Smith

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, May 17, 2022 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 March 8, 2022 minutes. Carried 5-0.
- Notice of Budgetary Adjustments-
 - a. Information Systems/Human Services - Motion by Mark Halverson second by James Kuhn to approve budget adjustment. Rick Folkedahl, Information Systems Director explained the 2022 budget adjustment in the amount of \$520.00 for annual fee for MyEvolv software. Discussion. Carried 5-0.
 - b. Personnel - Motion by Mark Halverson second by Eric Devine to approve budget adjustment. Ed Smudde, Personnel Director explained the 2022 budget adjustment in the amount of \$73,908.00 to move funding from 2021 to 2022 for employee wage study. Discussion. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan – Ed Smudde, Personnel Director explained that a draft resolution will be presented for the May meeting. No discussion.
 - b. Resolutions:
 - a. Resolution Authorizing the Establishment of a Full Time Medical Examiner Position – Motion by Mark Halverson second by Eric Devine to approve resolution. Ed Smudde explained the request to replace the on-call medical examiner position with a full time medical examiner position. Bob Smith, Medical Examiner further explained. Discussion. Carried 5-0.
 - b. Resolution Authorizing the Establishment of a Part Time Chief Deputy Medical Examiner Position – Motion by Mary Halverson second by Eric Devine to approve resolution. Ed Smudde explained part time deputy Medical Examiner Position to replace part-time Administrative Assistant Position. Discussion. Carried 5-0.
 - c. Long Term Infectious Disease Policy – Ed Smudde explained that he has met with Tiffany Giesler, Health Department Director in regards to creation of a long term infectious policy. A draft resolution will be presented for the May meeting. No discussion.
 - d. Ed Smudde provided the monthly Personnel Directors report.
- Review of COVID-19 Emergency Declaration – Monroe County Board Chair Cedric Schnitzler explained that Corporation Counsel is drafting an updated resolution. This item will be revisited. No discussion.
- Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules – Chair Wallace Habhegger explained that it is the intent to put in place a long term policy regarding emergency events. Discussion. Supervisors Wallace Habhegger and James Kuhn will work with the Administrator in drafting ideas for a long-term policy. This item will be revisited.
- Tina Osterberg provided the County Administrator Report.

- Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual-Compensation Plan; Long Term Infections Disease Policy; Review of COVID-19 Emergency Declaration.
- Chair Wallace Habegger adjourned the meeting at 10:35 a.m.

Shelley Bohl, Monroe County Clerk
Recorder