

Administration & Personnel Committee
May 17, 2022

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, Toni Wissestad

Absent: James Kuhn

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Cedric Schnitzler, Jeremiah Erickson, Lisa Aldinger Hamblin, Ron Hamilton, Alison Elliott, Chad Ziegler, Linda Smith, Adrian Lockington, Chris Weaver, Wes Revels, Pamela Pipkin

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.

- Election of Committee Vice Chair – Motion by Todd Sparks second by Toni Wissestad to nominate Jason Jandt as Vice Chair. Chair Habhegger called 3 times for any more nominations. Carried 4-0.
- Establishment of Monthly Meeting Date/Time – 2nd Tuesday of the month at 9:00 a.m.
- Next Month's Meeting Date/Time – The next meeting is June 14, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Toni Wissestad second by Jason Jandt to approve the April 12, 2022 minutes. Carried 4-0.
- Administrator Line Item Transfer – Motion by Toni Wissestad second by Todd Sparks to approve line item transfer. Tina Osterberg, County Administrator explained the 2022 line item transfer in the amount of \$755.00 for a portable PA system. Carried 4-0.
- Land Information
 - a. Notice of Budget Adjustment – Motion by Todd Sparks second by Jason Jandt to approve budget adjustment. Jeremiah Erickson, GIS Specialist/LIO explained 2022 budget adjustment in the amount of \$10,000.00 for strategic initiative grant. Carried 4-0.
 - b. RFP, PLSS Corner Remonumentation & GPS Coordinate Acquisition – Jeremiah explained request for proposal for corner remonumentation and GPS coordinates.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolutions:
 1. Resolution Authorizing One Children's Long Term Support Services (CLTS) Social Worker Position in Monroe County. Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Ron Hamilton, Human Services Director explained request for one CLTS Social Worker. Discussion. Carried 4-0.
 2. Resolution Authorizing the Establishment of a Park Manager Position in the Forestry and Parks Department. Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Chad Ziegler, Forestry & Parks Administrator explained request for Park Manager Position. Discussion. Carried 3 yes, 1 no.
 3. Resolution Authorizing an Additional Sanitation and Zoning Officer Position in Monroe County. Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Alison Elliott, Sanitation, Planning & Zoning and Dog Control Administrator explained request for Sanitation and Zoning Officer Position. Discussion. Carried 4-0.
 4. Resolution Authorizing the Establishment of Personal Care Assistant Positions within Rolling Hills Senior Living. Motion by Todd Sparks second by Toni Wissestad to adopt resolution. Linda Smith, Nursing Home Administrator explained request for Personal Care Assistant Positions. Discussion. Carried 4-0.
 5. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan. Ed Smudde, Personnel Director provided revisions to the Personnel Policy Manual to members. Ed asked the committee to review and requested to place the resolution on next month's agenda so that members had time to review the policy. Chair Habhegger noted that the resolution would be placed on next month's agenda.

- b. Long Term Infectious Disease Policy – Ed Smudde explained that a policy is currently being drafted to cover all infectious diseases within the County.
 - c. Ed Smudde provided the monthly Personnel Directors report.
- Resolution Amending Board Rules for In Person Meeting Attendance Clarification and Emergency Declarations – Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Tina Osterberg, County Administrator explained updates to the County Board Rules clarifying emergency declarations. Discussion. Carried 4-0.
 - Review of COVID-19 Emergency Declaration – Cedric Schnitzler explained that a Declaration Ending Extraordinary Circumstances will be included on the May 25, 2022 board agenda.
 - Extraordinary County Board Rules for Long-term Emergency Events and a Procedure for Declaring and Ratifying Use of those Rules – Resolution Amending Board Rules for In Person Meeting Attendance Clarification and Emergency Declaration was already established and adopted above.
 - 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 Infectious Disease Policy.
 - Chair Wallace Habegger adjourned the meeting at 11:59 a.m.

Shelley Bohl, Monroe County Clerk
Recorder