

Administration & Personnel Committee  
June 14, 2022

Present: Wallace Habegger, Jason Jandt, Todd Sparks, Toni Wissestad, James Kuhn  
Others: Tina Osterberg, Cedric Schnitzler, Ed Smudde, Rick Folkedahl, Adrian Lockington, Hannah Olsen, Chris Weaver, Pamela Pipkin, Tiffany Giesler

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 July 12, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the May 17, 2022 minutes. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - a. Resolutions:
    1. Resolution Authorizing the Establishment of a Full-Time Community Health Educator in the Monroe County Health Department. Motion by Toni Wissestad second by James Kuhn to adopt resolution. Ed Smudde, Personnel Director explained Community Health Educator request. Position will be funded through grants. Tiffany Giesler, Health Director further explained the need for a Full-Time Community Health Educator Position. The position will be reviewed if grant funding ceases. Discussion. Carried 4-1.
    2. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Compensation Plan. Motion by Jason Jandt second by Todd Sparks to adopt resolution. Ed Smudde, Personnel Director explained updates to the Personnel Policy to comply with the newly implemented compensation plan. Ed explained changes in detail to members. Discussion. Motion by James Kuhn second by Jason Jandt to amend policy to remove section 4.27 (1)(f) and include Appendix - 1 with section 4.61. The policy amendment carried 5-0. The resolution carried 5-0.
    3. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual to Add Section 4.583 Infectious Disease Policy. Motion by Toni Wissestad second by Jason Jandt to adopt resolution. Ed Smudde, Personnel Director explained the infectious disease policy. Discussion. Carried 5-0.
  - b. Ed Smudde provided the monthly Personnel Directors report.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Compensation Plan; County Board Rule's – (4)(a) Agenda Items; Resolution Regarding Clean Water Advisory Referenda; Pay for Performance Resolution.
- Chair Wallace Habegger adjourned the meeting at 10:51 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder