

Administration & Personnel Committee
September 13, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn; Todd Sparks
Others: Tina Osterberg, Pamela Pipkin, Rick Folkedahl, Chris Weaver, Wes Revels, Ed Smudde, Cedric Schnitzler, Tracy Thorsen, Lisa Aldinger Hamblin, Hannah Olsen, Adrian Lockington, David Ohnstad

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 October 11, 2022 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by James Kuhn to approve the August 9, 2022 minutes. Carried 5-0.
- County Clerk Line Item Transfer – Motion by Toni Wissestad second by Todd Sparks to approve line item transfer. Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of \$939.24 for a scanner update due to state technology upgrades. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
*Fiber to Zoning / IT – Rick explained that fiber services are being removed from Building A, north of town. Lynxx has provided fiber to the 48 Building, north of town. Devices will be reconfigured.
- Personnel Director
 - a. Resolution –
Resolution Authorizing a Children and Family Services Supervisor Position – Motion by Jason Jandt second by Toni Wissestad to adopt resolution. Tracy Thorsen, Human Services Director explained the request for a new Children & Family Services Supervisor position for 2022. Funds earmarked in the 2022 budget for the vacant CFS Social Worker position will be redirected to cover the costs of the CFS Supervisor Position. Discussion. Carried 4-1.

Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan - Motion by Kuhn second by Jason Jandt to place the resolution on the table. Carried 5-0.

Motion by Toni Wissestad second by Todd Sparks to adopt resolution. The resolution was opened up for discussion.

Motion by James Kuhn second by Wallace Habegger to remove the entire section #6 from section 4.01 - page 1: "The County Administrator and Personnel Director may update the Personnel Policy Manual to be in compliance with federal and state law without further action by the county board. Any such needed updates that conflict in any way with prior resolutions that established policy changes, that prior resolution shall be rescinded at that time. Any updates to the Personnel Policy Manual under these circumstances will be reported to the Administration and Personnel Committee at the next scheduled meeting". Discussion. Carried 5-0.

Motion by James Kuhn second by Wallace Habegger to remove the entire section (1) (f) from section 4.27 - page 3: "Other Wage Adjustments. In times of extreme need due to market demand or other external factors the County Administrator would have the authority to authorize wage increases outside of pay for performance if the determination was warranted by the department head and Personnel Director and remained within current established department budget without the need for any additional funding requests". Discussion. Carried 4-1.

Sheriff Revels asked that the following be added to the end of section (e) page 3: for any establishment of work rules outside the scope of the Monroe County Personnel Policy, not otherwise vested by law in Boards or Commissions, or in other elected Officers, these are to be approved by the County Administrator on a case by case basis. This insert was discussed at the past meeting and was to be inserted into the policy. Ed Smudde, Personnel Director explained that he will add the language to the policy.

The floor was opened for discussion on section 4, Overtime/Compensatory Time. David Ohnstad, Highway Commissioner is concerned regarding the elimination of straight hourly pay rate with one hour for each hour of emergency comp-time. David provided members with a three year summary of overtime for the Operations Managers emergency response. Discussion. Sheriff Revels further explained concern regarding loss of the emergency comp-time. Discussion. Call the question by James Kuhn. No second, the discussion continued. Motion by Jason Jandt second by James Kuhn to adopt policy as amended by removing #6 from section 4.01 - page 1 and removing section (1) (f) from section 4.27 - page 3. Discussion. A roll call vote was taken. The motion failed 2 yes, 3 no. Jandt-Yes; Kuhn-Yes; Sparks-No; Wissestad-No; Habhegger-No.

Toni Wissestad was excused from the meeting at 11:06 a.m.

- b. Health Insurance 2023 Premium Rate Establishment – This item will be visited next month.
 - c. Dental Insurance 2023 Premium Rate Establishment – This item will be visited next month.
 - d. Request for Permission for a Request for Proposal (RFP) Regarding Establishment of Employee Wellness Plan – Ed Smudde explained the potential of an employee wellness plan to help improve claims. Biometric screenings were discussed. Motion by Jason Jandt and Todd Sparks to approve going out for an RFP for a biometric/wellness plan. Discussion. Carried 4-0.
 - e. Ed Smudde provided the monthly Personnel Directors report.
- Tina Osterberg provided the County Administrator Report.
 - Next Month's Agenda Items: Health Insurance 2023 Premium Rate Establishment; Dental Insurance 2023 Premium Rate Establishment.
 - Motion James Kuhn second Jason Jandt to move into closed session at 11:13 a.m. James Kuhn, Jason Jandt, Todd Sparks and Wallace Habhegger all voted yes.
 - Closed Session under WI Statutes 19.82(1) with the Monroe County Professional Police Association to discuss a potential memorandum of agreement to the current contract.
 - Motion by James Kuhn second by Jason Jandt to return to open session at 11:35 a.m. James Kuhn, Jason Jandt, Todd Sparks and Wallace Habhegger all voted yes.
 - Chair Wallace Habhegger announced that OIC compensation requirements should be set to a 2 hour minimum.
 - Chair Wallace Habhegger adjourned the meeting at 11:37 a.m.

Shelley Bohl, Monroe County Clerk
Recorder