

Administration & Personnel Committee
October 11, 2022

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, James Kuhn, Todd Sparks
Others: Rick Folkedahl, Tracy Thorsen, Lisa Aldinger-Hamblin, Hannah Olsen, Adrian Lockington, Ed Smudde, Bob Micheel, Deb Brandt, Wes Revels, Chris Weaver, 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 November 8, 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 September 13, 2022 minutes. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. Resolution –
Resolution Authorizing the Establishment of a Full-Time Agronomist Position within the Land Conservation Department – Motion by Jason Jandt second by Todd Sparks to adopt resolution. Bob Micheel, Land Conservation Director explained creation of a full-time Agronomist position to replace the UW-Extension Livestock/Ag Agent. Discussion. Bob Micheel explained that if the 45% funding source from the WEDC, RCP or NRCS is not obtained, the position will not be created. Carried 5-0.

Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Adoption and Compensation Plan - Motion by James Kuhn second by Toni Wissestad to adopt resolution. Ed Smudde explained that the motions approved by the committee at the last meeting have been reflected in the policy. Discussion. Sheriff Wes Revels explained that the policy language covers uniform allowance for mutual aid, assisting another and or grant reimbursement but the policy doesn't explain emergency situations. The Sheriff provided committee members with suggested language change. David Ohnstad, Highway Commissioner explained the need for comp-time payout for emergency hours. Discussion. Ed Smudde, Personnel Director explained that the committee will need to determine how to move forward whether it is (1) in the form of a stipend; (2) pay the emergency hours out; (3) keep the policy as it is; (4) something different. Discussion. Motion by Supervisor Habegger second by Supervisor Wissestad to amend the policy as follows:

Section 4.27(4)(a)(5)

Delete:

5. The Highway Patrol Superintendent and Highway Supervisor will be compensated at the straight hourly pay rate with one hour for each hour of emergency comp time acquired on weekends and holidays per Resolution 89-84, November 8, 1989.

Add:

5. The salaries paid to FLSA Exempt employees are generally intended to compensate for the total responsibilities of the position regardless of the number of hours worked; however, circumstances may exist where hour for hour payment or accrual of compensatory time is appropriate.
 - a. The additional hours are generated in required response to an unscheduled event or cause beyond the control of the employee or employee's department and occurring outside the regularly scheduled work day and to which response cannot be reasonably delayed (example: response to weather-or climate-related events; response to structure damage or failure; response to traffic incident, crash or recovery; response to civic emergency; response to fire or natural disaster; response to technical or mechanical building emergency, and other specific events not listed).

This exemption is not available to respond to a matter to supplement staff coverage due to a staffing shortage.

- b. If any such event were to occur, the determination of the emergency authorization would be the responsibility of the department head or elected official, and they would report this to the Personnel Department.

The discussion continued. Call the question by Jason Jandt second by Toni Wissestad. The discussion ended. The motion to amend passed 3 yes, 2 no. The resolution as amended passed 4 yes, 1 no.

- b. Health Insurance 2023 Premium Rate Establishment – Ed Smudde provided members with the 2023 Health Insurance suggested premium rate. Deductibles will remain the same at \$2,000 single / \$4,000 family. The full time single employee portion increase is \$21.56 per month; full time family employee portion is \$34.78 per month. Discussion. Motion by James Kuhn second by Jason Jandt to approve 2023 health insurance premium rates, deductibles to remain the same. Carried 5-0.
 - c. Dental Insurance 2023 Premium Rate Establishment – Ed Smudde provided members with the 2023 Dental Insurance suggested premium rate. The full time single employee portion increase is \$.28 per month; full time family employee portion is \$.88 per month. Discussion. Motion by Toni Wissestad second by Jason Jandt to approve 2023 dental insurance premium rates. Carried 5-0.
 - d. Ed Smudde provided the monthly Personnel Directors report.
- Conference Policy – Shelley Bohl, Monroe County Clerk explained that one County Board Supervisor did not attend the annual WCA Conference. This also happened the prior year. The cost of the annual conference is \$175.00 each year. Should the county develop a policy moving forward so that if a conference is not attended, that the Supervisor pay for the conference? Discussion. It was the consensus of the committee to have the Monroe County Board Chair speak directly with the Supervisor regarding the missed meetings. The committee felt a policy is not needed.
 - Next Month's Agenda Items: to be determined.
 - Chair Wallace Habegger adjourned the meeting at 11:15 a.m.

Shelley Bohl, Monroe County Clerk
Recorder