Administration & Personnel Committee
February 14, 2023

Present: Wallace Habhegger, Jason Jandt, Todd Sparks, James Kuhn, Toni Wissestad
Others: Tina Osterberg, Charles Weaver, Chris Weaver, Lisa Aldinger Hamblin, Hannah Olsen, Adrian Lockington, Ed Smudde, Jeremiah Erickson, Pamela Pipkin, Rick Folkedahl

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 March 14, 2023 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 January 10, 2023 minutes. Carried 5-0.

- Line Item Transfers –
    Child Support - Pamela Pipkin, Child Support Director explained the 2022 line item transfer in the amount of $13,528.92 for health insurance. Motion by James Kuhn second by Jason Jandt to approve the line item transfer. Discussion. Carried 5-0.

    Land Records – Jeremiah Erickson, Land Information Officer/GIS Coordinator explained the 2022 line item transfer in the amount of $30.98 for salary & fringe expenses. Motion by James Kuhn second by Toni Wissestad to approve the line item transfer. Carried 5-0.

    Information Technology – Rick Folkedahl, IT Director explained the 2022 line item transfer in the amount of $1,457.00 for fiber. Motion by James Kuhn second by Jason Jandt to approve the line item transfer. Carried 5-0.

    County Board – Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of $4,562.00 for mileage and conferences. Motion by Todd Sparks second by James Kuhn to approve the line item transfer. Carried 5-0.

    County Clerk – Shelley Bohl, County Clerk explained the 2022 line item transfer in the amount of $132.00 for copies. Motion by Toni Wissestad second by James Kuhn to approve the line item transfer. Carried 5-0.

- Resolution Authorizing Monroe County Suicide Prevention Task Force Donation Policy, Non-Lapsing Account and Budget – Charles Weaver, Veteran's Service Officer explained the request for a non-lapsing account for the Suicide Prevention Task Force for the purposes of preventing and reducing suicides. Discussion.
    Todd Sparks suggested grammatical/typo corrections to the policy:
        -Policy title, by removing the "s" following Task Force
        -Bullet points on second page should end with a period or not a period, but should remain consistent
        -The 3rd paragraph under Solicitation remove "he" in the 5th sentence
        -The 4th paragraph under Solicitation from "wishes" to "wish" in the 2nd sentence
Discussion. The committee agreed to update the policy by correcting the grammatical errors, no changes to the actual resolution. Motion by James Kuhn second by Jason Jandt to approve the resolution. Carried 5-0.

- Land Information, A transition from Applied Data Consultant's WGXtreme website to Schneider Geospatial's Beacon website for online GIS. Jeremiah Erickson, Land Information Officer/GIS Coordinator explained that WGXtreme is looking to get out of the business. Schneider Geospatial will be providing the exact features as the current website, potentially offering additional features. The price is locked in from what the county paid last year. The county will not see a change in the 2023 budget.

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel Director
    Employee Recruitment – Ed Smudde explained that the Personnel Department had sent out an employee survey in 2018. They will be re-sending out the survey with additional questions to see the

progress that the county has made since 2018. The survey will help to see what employee's value. Other discussion but not limited to: advertising in the Chamber news; explaining employee benefits to hires; public initiatives; relocation assistance.

Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.

- Next Month's Agenda Items: Bargaining Closed Session; Personnel Policy Manual Changes-Vehicle.

- Wallace Habhegger adjourned the meeting at 10:01 a.m.

Shelley Bohl, Monroe County Clerk
Recorder