

Administration & Personnel Committee  
March 14, 2023

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

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 April 11, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by James Kuhn second by Jason Jandt to approve the February 14, 2023 minutes. Carried 5-0.
- Corporation Counsel Credit Card Approval – Motion by James Kuhn second by Toni Wissestad to approve credit card. Lisa Aldinger Hamblin, Corporation Counsel explained credit card request in the amount of \$1,000.00 for the Assistant Corporation Counsel. Carried 5-0.
- Veteran's Service Office Budget Adjustment – Motion by James Kuhn second by Jason Jandt to approve budget adjustment. Charles Weaver, Veterans Service Officer explained the 2023 budget adjustment in the amount of \$17,528.00 for County Veterans Supplement Grant. Carried 5-0.
- Pamela Pipkin provided the Child Support Director Report.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
  - \*Ed Smudde presented results from employee engagement survey. The past survey from 2018 was also provided. These surveys set a benchmark and provide awareness to the county. It was recommended to present the results at the April County Board meeting.
  - \*Personnel Policy Update, Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – County/Government Owned Vehicles. Motion by Jason Jandt second by Toni Wissestad to approve the resolution. Ed Smudde explained the update to the policy. Discussion. The committee recommended policy clarification to section (2) as to allowing employees to take a vehicle home. Motion to table resolution until the next meeting by James Kuhn second by Todd Sparks. Carried 5-0.
  - \*Review of RFP for Wellness Initiative – Ed Smudde asked to table the RFP review until the next meeting.
  - \*Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Employee Engagement Survey; Personnel Policy Update-Resolution Authorizing Changes to the Monroe County Personnel Policy Manual-County/Government Owned Vehicles; Review of RFP for Wellness Initiative; Administrator Closed Session; Bargaining Closed Session.
- Motion to move into closed session by Toni Wissestad second by Jason Jandt. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- CLOSED SESSION per WI Statutes 19.85(1)(c), considering employment, promotion, compensation, or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action
- Motion by James Kuhn second by Jason Jandt to return to open session. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.

- Motion by James Kuhn second by Todd Sparks to move into closed session. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- CLOSED SESSION under WI Statutes 19.82(1) of the Bargaining Subcommittee at approximately 10:30 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Toni Wissestad second by Todd Sparks to return to open session. Wallace Habegger, Jason Jandt, Todd Sparks, James Kuhn and Toni Wissestad all voted yes.
- Wallace Habegger adjourned the meeting at 11:05 a.m.

Shelley Bohl, Monroe County Clerk  
Recorder