

Administration & Personnel Committee
August 8, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt

Absent: Toni Wissestad

Others: Tina Osterberg, Charles Weaver, Kerry Sullivan Flock, Ed Smudde, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Jarrod Roll, Gary Dechant, Adrian Lockington, Hannah Olsen, Tiffany Giesler, Cedric Schnitzler, Tracy Thorsen, Jeremiah Erickson, Wes Revels, Chris Weaver, Becki Weyer, Mark Sund, Todd Fanning

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 September 12, 2023 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 July 11, 2023 minutes. Discussion. For clarification, under the Personnel Director section/review of the PCA, CNA, LPN, RN Wage Schedule, update to reflect: Personnel, County Administrator and Nursing Home Administrator are looking closer at nursing shift differential and solo pay. The minutes as clarification carried 4-0.
- Personnel Director
 - *Resolution Authorizing Contract Settlement for 2024-2025 Collective Bargaining Agreement between Monroe County and the Monroe County Professional Police Association – Motion by James Kuhn second by Todd Sparks to approve resolution. Ed Smudde explained two year agreement with the Monroe County Professional Police Association. Discussion. Carried 4-0.
 - *Resolution Authorizing the Establishment of Full-Time Women and Infant Children (WIC) Nutritionist by Reduction of the Program Assistant – WIC to Part-Time. Motion by Jason Jandt second by Todd Sparks to approve resolution. Tiffany Giesler, Health Director explained reallocation of hours and funding from the full-time program assistant to the part-time WIC Nutritionist to full-time. Discussion. Carried 4-0.
 - *Resolution Authorizing Part-Time Museum Services Associate Position in the Local History Room – Motion by Jason Jandt second by Todd Sparks to approve resolution. Jarrod Roll, Historian explained approval of an additional part-time Museum Services Associate Position to a total of 20 hours per week through the Local History Room Endowment Fund. Discussion. Motion by James Kuhn second by Jason Jandt to remove on the statement of purpose line “thus making the position full time”. The amendment carried 4-0. The resolution as amended carried 4-0.
 - *Resolution Authorizing Ten Additional Hours per Week for the Museum Services Associate Position in the Local History Room - Motion by James Kuhn second by Todd Sparks to approve resolution. Jarrod Roll, Historian explained approval of additional ten hours per week for the part-time Museum Services Associate position to a total of 40 hours per week, thus making the position full-time. It was noted to remove the space between “There fore” on line number 21. Carried 4-0.
- Resolutions -
 - *Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126 – Motion by Jason Jandt second by James Kuhn to approve resolution. This resolution would update the mileage reimbursement language and incorporate the personnel policy into the Monroe County Code. Discussion. It was a recommendation by the committee to add to line item #36: individuals to report any changes to their policies/adding the continuing responsibility to the individual. Also line #33 appears to be missing all of the minimum coverages. Discussion. Motion by James Kuhn second by Jason Jandt to table resolution until next month. Carried 4-0.
 - *Resolution Repealing Monroe County Ordinance Section. 2-573 Destruction and Authorizing Monroe County Ordinance Sec. 2-2-573 Adopting Records Retention – Motion by James Kuhn second by Jason Jandt to approve resolution. Kerry Sullivan Flock, Assistant Corporation Counsel explained ordinance for records schedule. Discussion. Todd Sparks questioned the “numbering” in the title which reflects both sections 2-573 and 2-2-573. Corporation Counsel will review the title and update the numbers to reflect the proper code number. Carried 4-0.

*Resolution to Approve the Strategic Plan for Monroe County – Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained approval of the Strategic Plan. Discussion. Carried 4-0.

*Resolution Approving Method for Implementation and Monitoring of the Strategic Plan - Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained method for implementation and monitoring of the Strategic Plan. Discussion. Carried 4-0.

- 2024 Budget Presentations:
 - a. Surveyor – Gary Dechant, Surveyor explained the 2024 budget and answered questions.
 - b. Child Support – Pamela Pipkin, Child Support Director explained the 2024 budget and answered questions.
 - c. Land Information – Jeremiah Erickson, Land Information/GIS Coordinator explained the 2024 budget and answered questions.
 - d. Veterans Services – Charles Weaver, Veteran’s Service Officer explained the 2024 budget and answered questions.
 - e. Register of Deeds – Deb Brandt, Register of Deeds explained the 2024 budget and answered questions.
 - f. Corporation Counsel – Kerry Sullivan Flock, Assistant Corporation Counsel explained the 2024 budget and answered questions.
 - g. Information Technology – Rick Folkedahl, IT Director explained the 2024 budget and answered questions.
 - h. Personnel – Ed Smudde, Personnel Director explained the 2024 budget and answered questions.
 - i. County Board – Shelley Bohl, Monroe County Clerk explained the 2024 budget and answered questions.
 - j. County Clerk – Shelley Bohl, Monroe County Clerk explained the 2024 budget and answered questions.
 - k. County Administrator – Tina Osterberg, County Administrator explained the 2024 budget and answered questions.

- Veterans Service
 - a. Office Construction – Charles Weaver, Veteran’s Service Officer explained that funds for the Veteran’s Service office construction are being utilized through ARPA funding. RFP’s close today. The goal is to construct an office area that is sound proof and HIPPA compliant. Discussion.
 - b. Suicide Taskforce Update – Charles Weaver explained that pamphlets have been completed. The American Foundation for Suicide Prevention will be coming onsite to offer there help with the Suicide Taskforce.
 - c. Charles Weaver provided the Veterans Service Director Report.

- Child Support
 - a. DCF Secretary Visit – Pam Pipkin, Child Support Director announced that Secretary Amundsen will be here on August 23 from 10:00 – 11:00 a.m. to promote child support awareness and partnerships.
 - b. Pamela Pipkin provided the Child Support Director Report

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel Director
 - *Paid Time Off (PTO) Reconsideration for Monroe County Policy – Ed Smudde, Human Services Director proposed the final PTO plan from three years ago. Discussion. It was a consensus of the committee to have Ed reach out to the employee’s to see how they feel towards moving forward with a PTO Policy.

 - *Hours of Operation for Monroe County – The county is looking into hours operation for Monroe County. Both the City of Sparta and the City of Tomah have adjusted their hours to better accommodate the public and staff. Ed will survey employee’s to see how they feel towards alternate hours of operation.
 - Sparta City Hall and the Park & Recreation Department are open from 7:00 a.m. - 5:00 p.m., Monday – Thursdays and Friday from 7:00 a.m. -11:00 a.m. They have been operating on

this schedule for about a year and one half. The schedule was offered to other departments, however they preferred their current schedules.

Tomah City Hall is open Monday – Thursday from 7:30 a.m. – 4:30 a.m. and completely closed on Friday. Employees were offered the choice of 10 hour days or 8 hour working days.

*Revisions to Personnel Policy Manual – Ed Smudde explained that a rough draft is currently being worked on. It is anticipated the policy revision will be brought to the committee in September for a first look.

*Ed Smudde provided the Personnel Director Report.

- Tina Osterberg provided the County Administrator Report.
- Next Month's Agenda Items: Veteran's Service Office Construction; Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126; Dispatch Supervisor Position Discussion.
- Wallace Habegger adjourned the meeting at 12:00 p.m.

Shelley Bohl, Monroe County Clerk
Recorder