

Administration & Personnel Committee
September 12, 2023

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

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 10, 2023 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Todd Sparks second by Jason Jandt to approve the August 8, 2023 minutes. Carried 5-0.
- Veterans Service, Office Construction Update – Charles Weaver, Veterans Service Officer explained that American received the office construction bid. October 9th construction begins.
- Budgetary Adjustments
 - a. Information Technology – None
 - b. Personnel – Motion by Toni Wissestad second by Jason Jandt to approve budget adjustment. Ed Smudde, Personnel Director explained 2023 budget adjustment in the amount of \$10,000.00 for legal counsel. Discussion. Carried 5-0.
- Request for Line Item Transfer
 - a. Personnel – Motion by James Kuhn second by Todd Sparks to approve line item transfer. Ed Smudde, Personnel Director explained 2023 line item transfer in the amount of \$4,000.00 for revision of the Personnel Policy Manual and personnel matters. Discussion. Carried 5-0.
- Resolutions
 - a. Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 16, 2024 – Motion by Jason Jandt second by Todd Sparks to approve resolution. Supervisor Todd Sparks explained amendment to per diem rates for the next term of office in 2024 by \$5.00 per meeting. Discussion. Carried 3-2.
 - b. Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 16, 2024 - Motion by Todd Sparks second by James Kuhn to approve resolution. The committee discussed both the County Board Chairman and Vice-Chairman salary rates. It was determined to set the new salary rates for the next term to the following: Chairperson \$5,300.00 / Vice Chairperson \$2,600.00. Discussion. Carried 3-2.
- Pamela Pipkin provided the Child Support Directors Report.
- Land Information
 - a. NG911 GIS Data Cleanup and Creation – Jeremiah Erickson, GIS/Land Information Officer explained that he is requesting four separate RFP's. A grant has been applied for the NG911 GIS Data Cleanup and Creation. The grant would cover all but approximately \$2,000.00. Motion by Toni Wissestad second by James Kuhn to go ahead with RFP contingent upon receiving the grant. Discussion. Carried 5-0.

Motion by Jason Jandt second by Toni Wissestad to approve the following three RFP's contingent upon available 2024 budget funds. Discussion. Carried 5-0.

 - b. Register of Deeds Office Document Scanning – Document scanning project budgeted for \$45,830.00 with the Register of Deed's Office.
 - c. Treasurer's Office Software Suite – Property Listing/Tax Software.
 - d. Zoning Office's Zoning and Permitting Software – Permit Tracting/Zoning Software.
- Information Technology
 - a. County Board Assembly Room Audio/Video RFP – Rick Folkedahl, IT Director explained that no bids were received. He will be looking into state contracts. Discussion. Motion by James Kuhn second by Todd Sparks to move forward with looking into state contracts. Carried 5-0.
 - b. Rick Folkedahl provided the Information Technology Director Report.

- Personnel Director
 - a. PTO Survey Presentation – Ed Smudde, Personnel Director provided a PTO survey presentation. A survey was provided to employees. 55% of employees responded. PTO and hours of operation were included. Discussion. Ed asked to take a month to gather all comments and to take a deeper dive into the information.
 - b. Personnel Policy Update – Ed Smudde explained that the Personnel Policy Update is currently being revised. Once the update is completed, it will come to the committee for review and approval.
 - c. 2024 Dental Insurance Rate Approval – Ed Smudde provided a recommendation from Delta Dental. Motion by James Kuhn second by Jason Jandt to approve the new dental rates as recommended. Discussion. Carried 5-0.
 - d. 2024 Health Insurance Rate Approval – Ed Smudde provided a recommendation for self-insurance. Motion by Jason Jandt second by James Kuhn to use recommended plan as presented. Discussion. The committee will review premiums in April of 2024 and adjust rates if necessary to cover health costs. Carried 5-0.
 - e. Implementation of Biometric Screening Program RFP – Ed Smudde explained that ViamoHealth was the only bid. The recommendation is to have screenings for both employee and spouse. The cost is \$75 per applicant. Discussion. Motion by Toni Wissestad second by Jason Jandt to approve biometric screening for both employee and spouse. Carried 5-0.
 - f. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report
- Exit Interview Policy – Jason Jandt asked if there is an exit interview policy. Ed Smudde, Personnel Director provided the counties exit interview questionnaire. Due to time constraints, this item will be revisited next month
- Motion by James Kuhn second by Todd Sparks to move into closed session. Habegger, Sparks, Kuhn, Jandt and Wissestad all voted yes.
- Closed Session regarding Dispatch. WI Stats. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

County Board Chair, Cedric Schnitzler joined the meeting at 11:29 a.m.

- Motion by Todd Sparks second by Toni Wissestad to return to open session. Habegger, Sparks, Kuhn, Jandt and Wissestad all voted yes.
- Dispatch Supervisor Position – No Discussion.
- Next Month's Agenda Items: PTO Survey, Exit Interview Policy.
- Wallace Habegger adjourned the meeting at 11:39 a.m.

Shelley Bohl, Monroe County Clerk
Recorder