

Joint Administration & Personnel and Finance Committees
October 10, 2023

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, Cedric Schnitzler, David Pierce
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Adrian Lockington, Lisa Aldinger Hamblin, Wes Revels

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 14, 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 September 12, 2023 Administrative & Personnel minutes and also the September 12, 2023 Joint Administrative & Personnel and Finance Committee minutes. Todd Sparks noted the adjournment time should be updated for the regular Administrative & Personnel Committee, it currently reads 11:39m a.m. and should read 11:39 a.m. The minutes and amended carried 5-0.
- Budgetary Adjustments
 - a. Information Technology – Motion by James Kuhn second by Jason Jandt to approve budget adjustment. Rick Folkedahl, IT Director explained the 2023 budget adjustment in the amount of \$10,000.00 for wireless upgrade project. Discussion. Todd Sparks noted that the budget adjustment date should be updated to October 10, 2023. Carried 5-0.
 - b. Personnel – Motion by Toni Wissestad second by Todd Sparks to approve budget adjustment. Ed Smudde, Personnel Director explained 2023 budget adjustment in the amount of \$12,723.53 for legal counsel. Todd Sparks noted that the budget adjustment date should be updated to October 10, 2023. Discussion. Carried 5-0.
- Request for Line Item Transfer
 - a. Personnel – Motion by Jason Jandt second by James Kuhn to approve line item transfer. Ed Smudde, Personnel Director explained 2023 line item transfer in the amount of \$2,000.00 for labor relation costs. Discussion. Todd Sparks noted that the line item transfer date should be updated to October 10, 2023. Carried 5-0.
- Resolutions
 - a. Resolution to Amend Monroe County Ordinance Chapter 14, Finance and Taxation, Article IV, Sec. 14-126 – Motion by Jason Jandt second by Todd Sparks to approve resolution. Tina Osterberg, County Administrator explained update to mileage reimbursement language. Discussion. Carried 5-0.
- Rick Folkedahl provided the Information Technology Director Report.
- Personnel Director
 - a. PTO Survey Update – Ed Smudde, Personnel Director provided members of the committee comments from the PTO survey. It appears that a majority of employees are not in favor in combining vacation and sick leave pay. At this time, Ed recommended to look at where we can enhance the Personnel Policy. The PTO policy can always be revisited. The committee recommended to hold off on the PTO policy at this time.
 - b. Exit Interview Policy – Ed provided members with the exit interview policy. The exit interview process was explained. Discussion.
 - c. Personnel Policy Manual Review – Ed explained that he is working on the revision of the Personnel Policy. The policy will be brought forward to the November Administrative meeting for review.
 - d. Ed Smudde provided the Personnel Director Report.
- Tina Osterberg provided the County Administrator Report
- Next Month's Agenda Items: Strategic Planning Sub-Committee Appointment Discussion; Administrator Succession; Personnel Policy Manual Review.
- Motion by Toni Wissestad second by Jason Jandt to adjourn at 9:42 a.m.

The joint meeting of the Administration & Personnel and Finance Committee was called to order at 9:57 a.m. by Chair Wallace Habegger.

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, Toni Wissestad, David Pierce, Cedric Schnitzler

Others: Ed Smudde, Tina Osterberg, Wes Revels

- Motion by James Kuhn second by Jason Jandt to move into closed session. Habegger, Sparks, Kuhn, Jandt, Wissestad, Schnitzler and Pierce all voted yes.
- Closed Session per WI Stat. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- Motion by James Kuhn second by Jason Jandt to return to open session and adjourn at 10:15 a.m. with Habegger, Sparks, Kuhn, Jandt, Wissestad, Schnitzler and Pierce all voting yes.

Shelley Bohl, Monroe County Clerk
Recorder