

Admin & Personnel Committee Minutes

Tuesday, February 13, 2024

Attendance: Wally, Toni, Jim, Jason, Todd – Absent & excused

Others in attendance: Tina Osterberg, Ed Smudde, Hannah Olsen, Charles Weaver, Chris Weaver, Tiffany Giesler, Richard Folkedahl, David Pierce, Doug Rogalla, Taylor Steele TIC, Garret Jerue TIC, Mindy Hemmersbach, Pam Pipkin, Deb Brandt, Lisa Aldinger-Hamblin, Cedric Schnitzler,

The meeting was called to order in the Monroe County Assembly Room at 9:00 AM by Chair Wallace Habegger.

- No individuals spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is Tuesday, March 12, 2024 at 9:00 AM in the Monroe County Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by James Kuhn to approve the January 9, 2024 minutes. Carried 4-0.

5. Line Item Transfer(s) –

- a. Register of Deeds – Motion to approve by Jason Jandt second by Toni Wissestad. Carried 4-0 Deb Brandt explained the need.
- b. Corporation Counsel – Motion to approve by James Kuhn second by Jason Jandt. Carried 4-0 Lisa Aldinger-Hamblin explained the need.
- c. County Board – Motion to approve by Jason Jandt second by Toni Wissestad. Carried 4-0. Discussed by Tina Osterberg, questions by Jim Kuhn – publications, costs, publishing of minutes, discussed by Cedric Schnitzler.

6. Notice of Budgetary Adjustment(s) -

- a. Child Support – Pam Pipkin discussing the amount due to substantial increase for guardian ad litem. Motion to approve by Jason Jandt second by James Kuhn. Carried 4-0.
- b. Information Technology – Richard Folkedahl explained the need for moving the expense over to the Highway Department. Motion to approve by Toni Wissestad second by Jason Jandt. Carried 4-0.
- c. County Clerk – Motion to approve by Jason Jandt second by James Kuhn. Carried 4-0.

7. Resolutions

- **Resolution in Opposition to COVID-19 Mandates.** Motion to approve by Jason Jandt second by Toni Wissestad. Doug Rogalla provided insight on the reasoning of bringing this forward. Motion to amend original resolution to include “or medical necessity” after law in line 30 by James Kuhn, second by Jason Jandt. Carried 4-0 for amendment only. Further discussion involving Rolling Hills and the Monroe County Health Department ensued. Vote was taken on the resolution as amended to be approved and failed 2-2 (Jandt, Wissestad voted no).
- **Resolution Setting Salaries for County Clerk, Register of Deeds and County Treasurer for the 2025-2028 Term of Office.** Wallace Habegger stated that the amounts needed to be established prior to approval of resolution. Discussion within committee ensued and Motion to establish \$84,872 as the starting rate for all elected offices by Jason Jandt second by Wallace Habegger. Carried 4-0. Motion to approve the resolution with the established rates with an annual increase of 3% by Jason Jandt, second by Wallace Habegger. Carried 4-0.

8. Register of Deeds

- a. Land Records Scanning Project RFP Update – Deb Brandt – 108,750 documents would like to have digitized and available for public. Goal is to be back in March with more bid information.

9. Information Technology

- a. Permit Tracking, Property Assessment, Taxation, and Tax Collections RFP – Richard Folkedahl – updated with IT webpage, with collaboration of other departments.
- b. Director Report – Richard Folkedahl - Projects for IT for beginning of the year with 2024, budget projects, new equipment etc..

10. Personnel

- a. RH Recruitment/Retention – Tina Osterberg and Linda Smith explained the situation and went over the details regarding the reimbursement rates from the state and need to make adjustment to allow rec/retention. Tina Osterberg explained the information that the Rolling Hills Committee has already been through regarding the rates and funding. Questions from all committee members directed to the County Administrator and Rolling Hills Nursing Home Administrator. Suggestions for revisions on increasing the proposed numbers by the County Administrator. Motion to approve the suggested adjustments based on Toni Wissestad's recommendations to increase certain positions by Toni Wissestad, second by Jason Jandt. Carried 4-0.
- b. Health Insurance – This was moved prior to the resolutions by Wallace Habhegger. Presentation was provided by Garrett Jerue of The Insurance Center, and Ed Smudde of the HR Department. Motion to go out to RFP for a self-care plan and on-site clinics by James Kuhn, second by Jason Jandt. Carried 4-0.
- c. Personnel Policy Revisions – postponed to March 2024. Per Wallace Habhegger.
- d. Director Report - Ed Smudde, HR Director - mention he is the new WPELRA President. Also noting that next month we will need to complete the County Administrator's performance evaluation in CLOSED Session.

11. County Administrator

- a. Succession Plan Policy - Tina Osterberg, County Administrator – Circulated information regarding her thoughts on a succession plan. Discussion on the strategic plan for future planning of county admin position. No action was taken and Tina recommended the committee review the information and bring it back next month to discuss further.
- b. Administrator Report – Tina Osterberg provided the County Administrator report.

12. Customer Service Survey – Strategic Plan - Tina Osterberg, County Administrator, shared some results. Wallace Habhegger requested to hold to next month.

13. Next Month's Agenda Items

Personnel Policy Manual Discussion Action, Succession Plan Discussion Action, Official County Business Hours - Discussion, Customer Service Survey – Discussion, Closed Session for County Administrator Evaluation.

14. Adj. – Motion to adjourn by Wally, meeting adjourned at 12:45 PM