

Administration & Personnel Committee
March 12, 2024

Present: Wallace Habegger, Todd Sparks, James Kuhn, Jason Jandt, and Toni Wissestad
Others: Tina Osterberg, Ed Smudde, Richard Folkedahl, Pamela Pipkin, Deb Brandt, Tracy Thorsen, Hannah Olsen, Adrian Lockingston, and Tiffany Giesler.

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 A.M. by Chair Wallace Habegger. Verbal Roll-call was taken.

- Public Comment – No individuals spoke to the Administration & Personnel Committee.
- Next meeting date for Administration & Personnel Committee will be April 9th at 9:00 A.M. in the Assembly Room.
- Minutes Approval – Motion by Todd Sparks, second by Jason Jandt to approve February 13th 2024 minutes with amended spelling and grammatical errors. “Insured” to “ensued,” and “Jant” to “Jandt.” Carried 5-0.
- Rule 5 Petition on Resolution in Opposition to COVID-19 Mandates. Discussion. Will be brought to County Board at the end of this month.
- Register of Deeds
 - a) Land Records Scanning Project RFP – Deb Brandt, Register of Deeds, cannot make a recommendation at this time. Repost request for proposal on next month’s agenda.
- Information Technology Director Report
 - a) Network changes to improve security
 - b) Cyber security insurance. Todd Sparks had asked Richard the cost of cyber insurance. Richard responded that he will need to speak with Shelley, County Clerk, to get dollar amount for the cyber security insurance.
- Personnel
 - a) Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Motion by Toni Wissestad, second by Todd Sparks for Ed Smudde, HR Director, to discuss Personnel Policy Manual. Ed Smudde spoke about the suggestions and corrections from board members. Discussion. Resolution page also needs to be amended to show that 2 pages informational pages are attached to the resolution. Toni Wissestad motion to approve the amended and corrected Personnel Policy Manual, second by Todd Sparks. Roll-Call vote. Chair Wallace Habegger; Yes, Todd Sparks; Yes, James Kuhn; Yes, Jason Jandt; Yes, and Toni Wissestad; Yes. Carried 5-0.
 - b) Official County Business Hours – Tina Osterberg, County Administrator, spoke about changing the County’s office hours. Discussion. Added to next month’s agenda. Tina is to reach out to all department heads to see how their departments feel about changing office hours. Will bring data to next month’s meeting.
 - c) Health Insurance – Ed Smudde, HR director, spoke about the costs of health insurance. Discussion. Ed Smudde to bring back to discuss follow-up meeting with Garrett.
 - d) Director Report –
 - Busy with in-depth investigation
 - Personnel Policy Manual
 - RFP’s in progress Cell 5
- County Administrator
 - a) Succession Plan Policy – County Administrator Position – Tina Osterberg, County Administrator, spoke about the policy and that it is for when the County Administrator

leaves. If there is long-term absence from the County Administrator, their Executive Assistant would be the most knowledgeable on what the County Administrator's responsibilities and would back-fill the position temporarily. If it is a permanent absence, someone else would be put in place until a replacement is found. Wallace Habhegger stated that Strategic Planning brought up that the County Clerk would fill in if the County Administrator had left. State statues indicate certain responsibilities to each office held within the county for County Administrator, and Chairperson. Moved to next month for further discussion.

- b) Administrator Report
 - Tina spoke about surveying county employees and tax payers to assess current needs about child care in Monroe County. Discussion. Put on next month's agenda to collect data and have further discussion.
 - CD rate is over 5%
 - \$951k reduced for Sanitation and Waste. Helps with cell 5 construction. We received a confirmation that this will be received.
 - Child care initiate survey to employers and employees.
 - Tax & Permit Software. Presentations to follow
 - Zoning and Sanitation permit Software
 - Treasurer Tax Software
 - Fencing up at complex. Additional asbestos found and hiring a company to clean
 - Well & septic drilling next week to install plumbing
- Customer Service Survey. Toni Wissestad had to leave, so this agenda item will be moved to next month's agenda.
- Next Agenda Items:
 - a) Cyber Insurance
 - b) Land Records Scanning Project RFP
 - c) Monroe County Office Hours and Hours of Operation feedback from Department Heads
 - d) Succession Policy Plan
 - e) Customer Service Survey
- Motion to go into closed session by Jason Jandt, second by Todd Sparks. Roll Call Vote: Toni Wissestad absent, all others present. 11:05 A.M. Closed session.
 - a) Motion to leave closed session at 11:15 A.M. by Todd Sparks, second by James Kuhn. Roll Call Vote: Toni Wissestad absent, all others present, left closed session at 11:15 A.M.
- Meeting adjourned by Wallace Habhegger at 11:15 A.M.

Rachel Kreighbaum, Chief Deputy County Clerk
Recorder