

Administration & Personnel Committee
May 14, 2024

Present: Wallace Habhegger, Todd Sparks, Jason Jandt

Virtual: Toni Wissestad, James Kuhn

Others: Tina Osterberg, Ed Smudde, Richard Folkedahl, Pamela Pipkin, Deb Brandt, Jeremiah Erickson, Tiffany Giesler, Tracy Thorsen, Allison Elliott, Diane Erickson, Chris Weaver, Wes Revels, Lisa Aldinger Hamblin, Adrian Lockington, Hannah Olsen, Adam Balz, and Cedric Schnitzler.

- The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habhegger.
- Election of Committee Vice-Chair – Motion by Jason Jandt second by Wallace Habhegger to nominate Todd Sparks as Vice-Chair. Carried 3-0.
- Establishment of Monthly Meeting Date/Time – Wallace Habhegger suggested to keep the time the same; monthly every 2nd Tuesday at 9:00 am in the Assembly Room. All committee members agreed. A special meeting will also be held May 22nd 2024 9:00 a.m. in the Assembly Room.
- Date/Time for Self-Insurance Plan Meeting – Will be discussed at the special meeting, scheduled May 22nd 2024 in the Assembly Room.
- Next Month's Meeting Date/Time – The next month's meeting June 11th 9:00 a.m. in the Assembly Room.
- Minutes Approval – Motion by Jason Jandt second by Todd Sparks to approve the April 9, 2024 minutes. Carried 3-0.
- No individual's spoke during the public comment period.
- Resolutions
 - a. Resolution in Support of Housing for Homeless Veterans – Motion by Jason Jandt, second by Todd Sparks to adopt resolution. Adam Balz, County Board Supervisor, explained that most counties have these programs and feels that Monroe County should have this to support veterans. Discussion. Carried 3-0.
 - b. Resolution in Support of funding for County Child Support IT Modernization Project – Motion by Todd Sparks, second by Jason Jandt to adopt resolution. Pamela Pipkin, Child Support Director, explained that they are in year 5 out of a 7-year process. Need to make requests to the state so this project will be in the state's budget. This technology will help to make sure the right amount of child support is paid and easier to receive payment. Discussion. Carried 3-0.
 - c. Resolution Authorizing the Establishment of a Full-Time Assistant Corporation Counsel Position – Motion by Jason Jandt, second by Todd Sparks to adopt resolution. Lisa Aldinger Hamblin, Corp Counsel, explained that this position will help with court cases for Human Services and Child Support. The funds to support the new Full-Time Assistant Corp Counsel will come from Human Services (60%) and Child Support (40%). The employee will track their time and code appropriately when turning in their time sheet. Discussion. Carried 3-0.
 - d. Resolution Authorizing the Establishment of Levy Funding for the Land Information Officer/GIS Coordinator Position. Motion Todd Sparks to amend the resolution fiscal note to partially fund with county levy dollars through 2026 seconded by Jason Jandt. Discussion. Todd Sparks, Vice Chair, brought up grammatical issues that will also need to be corrected. Carried 3-0.
 - e. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual Monroe County Administrator Succession Plan – Motion by Todd Sparks to amend the resolution for grammatical errors second by Jason Jandt. Discussion. Carried 3-0.
 - f. Resolution Establishing 2025 Annual Budgeted Allocation for Cost of Living and Pay for Performance Adjustments – Motion by Jason Jandt, second by Todd Sparks to take out

“(score 3.0 or higher)” out of resolution and adopt the resolution as amended. Discussion.
Carried 3-0.

- RFP Recommendations
 - a. Register of Deeds, On-Site Scanning and Conversion Project RFP – Deb Brandt, Register of Deeds, spoke of the 3 bids that were received for the On-Site and Conversion Project. Fidar Technologies bid was \$130,060.28, EO Johnson bid was \$116,478.50, and On Q Solutions bid was \$76,880.00. Deb recommended to award the project to On Q Solutions due to budget limits. \$54,530 has been approved in the 2024 budget for the On-Site Scanning and Conversion Project. The remaining portion of the project would be contingent upon the approval of the 2025 budget, which would include \$22,350.00 for completion of the scanning project.
 - b. Information Technology, Permit Tracking, Property Assessment, Tax Collection Software RFP – Richard Folkedahl, IT Director spoke about the 2 bids received. Catalis at \$306,888.31 and TTech at \$497,793.40. Richard recommended to award the project to Catalis since the county has used them in the past and their bid is lower.
 - c. Human Resources, Wellness and Self Care RFP – Moving to May 22nd 2024 special meeting.
 - d. Human Resources, Onsite Clinic RFP – Ed Smudde, Human Resources Director, recommends not to move forward.
- Review of Monroe County Policies for Acceptance of Lands via Quit Claim Deed in Lieu of Foreclosure for Remnant Parcels and Parcels that are Entirely Public Road Right of Way – Jeremiah Erickson, GIS Coordinator, said that the REM process saves during the foreclosure process. The time and effort put into the parcels and with little gain. His recommendation is to suspend the program with potential to pick-up later in the back end. Next month’s meeting, Jeremiah will draft a policy that could potentially turn into a resolution later.
- Richard Folkedahl provided the Information Technology Director Report.
 - a. Upgrades in Assembly Room
 - b. RFP’s
- Human Resources
 - a. Infectious Disease Personnel Policy Manual (4.61) – Moving to May 22nd 2024 special meeting.
 - b. Ed Smudde provided the Human Resources Director Report.
 - Changed name from “Personnel” to “Human Resources.”
 - Open Records Requests
 - FMLA
 - Health Insurance claims
- County Administrator
 - a. Official County Business Hours – Tina Osterberg, County Administrator, provided a summary of the employee survey sent out about changing County Business Hours. 196 employees responded to the survey and half were interested in changing hours to experiment, but the biggest reason not to change is due to child care. Tina has spoken to the judges about doing a trial period and the Committee is unsure due to the comments made by staff from the survey. Will be on next month’s agenda for discussion/action.
 - b. Tina Osterberg provided the County Administrator Report:
 - Rolling Hills Bus
 - 5-Cell Bid (Today at 2:15 pm)
 - Demolition at the North Complex – Building B
- Wallace Habegger left the meeting early at 11:13 a.m. Cedric Schnitzler, County Board Chair, was present to keep the minimum member requirement for a quorum.
- Next Month’s Agenda Items:
 - a. Emergency Pay Policy – Discussion
 - b. Office Hours – Discussion/Action

- c. Strategic Plan – Discussion
- d. Log-In Policies – Discussion

- Cedric Schnitzler adjourned the meeting at 11:21 a.m.

Rachel Kreighbaum, Chief Deputy County Clerk
Recorder