

Administration & Personnel Committee
July 9, 2024

Present: Wallace Habegger, Jason Jandt, Toni Wissestad, and Todd Sparks

Absent: James Kuhn

Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Tiffany Giesler, Tracy Thorsen, Cedric Schnitzler, Pamela Pipkin, Wes Revels, Chris Weaver, Deb Brandt, Charles Weaver, Brooke Adams, Adrian Lockington, Hannah Olsen, Garret Drew, and Lisa Aldinger Hamblin.

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

- No individual's spoke during the public comment period.
- Next Month's Meeting Date/Time – The next meeting is August 13, 2024 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Toni Wissestad second by Jason Jandt to approve the June 11, 2024 minutes. Carried 4-0.
- Veteran's Service Office Budget Adjustment – Motion by Jason Jandt second by Todd Sparks to approve budget adjustment. Charles Weaver, Veterans Service Officer explained the 2024 budget adjustment in the amount of \$3,163.00 for grant revenues. Discussion. Carried 4-0.
- Resolution Supporting Operation Green Light for Veterans – Motion by Jason Jandt second Toni Wissestad to approve resolution. Charles Weaver, Veterans Service Officer explained other counties, such as Crawford and Jackson, encourage their municipalities support veterans through displaying a green light in windows of homes and/or businesses. Discussion. Carried 4-0.
- Rick Folkedahl provided the Information Technology Director Report – Daily Business, budget, and handling IT issues. No bugs reported with new microphone system.
- Health Insurance Plan Design Presentation by Garrett Drew. Garrett explained the few different options that the county has now and how it has been utilized and other health insurance options. It was requested by the committee board to get numbers to Ed Smudde, Human Resources Director, to see costs and discuss at the next meeting.
- Deferred Compensation Plan Presentation – Moved to next month's agenda.
- Human Resources
 - a. New Position Requests:
 - Resolution Authorizing the Establishment of a Full-Time Environmental Health Coordinator in the Monroe County Health Department – Motion by Jason Jandt second by Toni Wissestad to approve resolution. Tiffany Giesler, Health Director explained that their department is looking at restructuring. They have not been able to find a candidate to fill the RN position and no success with an Account Technician either. Hiring a full-time Environmental Health Coordinator would have Monroe County Health Department to have a designated agent for the Department of Agriculture, Trade, & Consumer Protection (DATCP). This can bring revenue to the county and it would be good to have a local inspector. Discussion. Failed 2-2. Jason Jandt motion to table this resolution, second by Toni Wissestad to table resolution for next month's meeting. Carried 3-1.
 - Resolution Authorizing the Establishment of a Full-Time Community Health Manager in the Monroe County Health Department – Moved to next month's meeting. Both resolutions from Monroe County Health Department are tied together.
 - b. Personnel Policy Manual:
 - Emergency Overtime – Ed Smudde, Human Resources Director, explained that there are three different departments that have overtime, which are the Sherriff's office, Dispatch, and Highway. Wes Revels, County Sherriff, explained that when his department is in need of over time, this gets approved through Ed Smudde first. The need for overtime is due to staffing shortage; either we hire more staff, or we pay our employees over time. Ed Smudde said that we should continue with the process to

get a year analysis. Brooke Adams, Office Manager for the Highway Department, explained that the reason for overtime in their department are due nature/storms and car accidents. Brook also mentioned that municipalities do reimburse the highway department for emergency services. Brooke provided a years' worth of data of overtime and why it has been needed. Discussion. The committee agreed to keep an eye on the costs of overtime to make sure it is not being used inappropriately.

- Infectious Disease Policy – Todd Sparks, Vice Chair to Admin & Personnel Committee, said that this has been discussed and that six months ago, they had a section to go over and it was discussed at county board to have “Covid” taken out. The “infectious” diseases should be removed from part c. Tiffany Giesler, Health Director, mentioned that this request came from Supervisor Kuhn, that this would give staff the flexibility of infections/communal disease. Todd Sparks said that masks may not apply to all infectious disease. Ed Smudde said that he will work with the health department and corp counsel to bring different wording back to next month’s meeting.
- Ed Smudde provided the Personnel Director Report – Going over health insurance with Garrett Drew, our Health Insurance broker.
- County Administrator:
 - a. RFP Policy – Tina explained that this policy would standardize RFP’s policy. Discussion. Moving to next month’s agenda due to lack of time.
 - b. Official County Business Hours Proposal – Went over the second survey results. Moving to next month’s meeting due to lack of time.
 - c. Administrator Report – RFP policy, processing the data from 2nd employee survey in regard to changing county business hours, and 2025 budget.
- Strategic Plan – Moved to next month’s meeting
- Monroe County Board Rules Review/Suggested Updates
 - a. Budgetary Adjustment/Fiscal Note Process – Moved to next month’s meeting
 - b. Meeting Decorum Request to Speak – Moved to next month’s meeting
- Next Agenda Items:
 - a. Deferred Compensation Plan Presentation
 - b. RFP Policy – Discussion/Action
 - c. Official County Business Hours Proposal – Discussion/Action
 - d. Strategic Plan – Discussion
 - e. Budgetary Adjustment/Fiscal Note Process
 - f. Meeting Decorum Request to Speak
 - g. Infectious Disease Policy – Discussion/Action
- Wallace Habhegger adjourned the meeting at 12:05 p.m.

Rachel Kreighbaum, Chief Deputy County Clerk
Recorder