Administration & Personnel Committee
May 12, 2020

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden
Others: Tina Osterberg, Ed Smudde, Rick Folkedahl, Wes Revels
Audio: Pamela Pipkin, Charles Weaver, Deb Brandt

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

- Election of Vice-Chair – Chair Wallace Habhegger opened the floor for nominations of Vice-Chair. Motion by Mark Halverson to nominate Sharon Folcey. Chair Wallace Habhegger called three times for any more nominations. Sharon Folcey was declared Vice-Chair, 5-0.

- Establishment of Monthly Meetings Date/Time – Motion by Sharon Folcey second by Wallace Habhegger to continue Administration & Personnel meetings on the second Tuesday of each month beginning at 9:00 a.m. The next meeting is Tuesday, June 9, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the March 10 and March 19, 2020 minutes. Carried 5-0.

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel
    a. Ed Smudde provided the Personnel Director Report.
    b. Ed explained COVID-19 Policies and Practices.

- Administrator
    a. Tina Osterberg provided the Monthly Administrators Report.
    b. Tina provided the COVID-19 Update.

- Next Month's Agenda Items – 2021 Pay for Performance, Personnel Policy Update-Recruitment, Department Head Introductions.

- Wallace Habhegger adjourned the meeting at 10:18 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder