Administration & Personnel Committee
June 9, 2020

Present: Wallace Habhegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden
Others: Tina Osterberg, Ed Smudde, Hannah Olsen, Rick Folkedahl, Pamela Pipkin, Deb Brandt, Andrew Kaftan, Wes Revels, Adrian Lockington

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

- Department Head Introductions were provided by Andrew Kaftan, Corporation Counsel; Tina Osterberg, County Administrator; Ed Smudde, Personnel Director; Rick Folkedahl, IT Director; Pamela Pipkin, Child Support Director; Deb Brandt, Register of Deeds; Wes Revels, Sheriff; Shelley Bohl, Monroe County Clerk.

- Monroe County Board and Committee Rule Review – Corporation Counsel, Andrew Kaftan provided an overview of the Monroe County Board Rules. Updates to Rule #5 were discussed in regards to bringing an idea to the board. Examples would be to limit the number of signatures to eliminate a quorum; a single petitioner could come forward to a committee and then a majority vote of the committee would be needed in order to bring the resolution forward. Some other items discussed were time limits, the Rule 5 resolution could require two board meetings before it is voted upon. Avenues to call special meetings were also discussed. This item will be re-visited.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, July 14, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the May 12, 2020 minutes. Carried 5-0.

- Request for Credit Card Approval
    a. Child Support – Motion by Mark Halverson second by Sharon Folcey to approve credit card. Pamela Pipkin explained the need for a $1,000.00 limit credit card for the Child Support Specialist. Carried 5-0.
    b. Administrative – Motion by Mark Halverson second by Sharon Folcey to approve credit card. Tina Osterberg explained the need for a $2,500.00 limit credit card for the Administrative Office Specialist. Carried 5-0.

- Deb Brandt provided the Register of Deeds Director Report.

- Rick Folkedahl provided the Information Technology Director Report.

- Personnel
    a. Ed Smudde provided the Personnel Director Report.
    b. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual, Vacation – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board. Ed Smudde explained changes in the Personnel Policy Manual for vacation flexibility. Discussion. Carried 5-0.

- Resolution Establishing 2021 Annual Budgeted Allocation for Pay for Performance –Tina Osterberg, County Administrator explained that the resolution establishes merit-based pay adjustments. Discussion. Motion by Mark Halverson second by Brett Larkin to approve resolution for merit pay up to 2% and forward to the full board. Carried 4-1.

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

- Next Month's Agenda Items – Consecutive days worked for Insurance, County Board Rules Review.

- Wallace Habhegger adjourned the meeting at 10:42 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder