Administration & Personnel Committee
January 8, 2019

Present: Pete Peterson, Mark Halverson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden
Others: Jim Bialecki, Ed Smudde, Tina Osterberg, Hannah Olsen, John Mehtala, Lisa Hanson, Todd Fahning, Mark Sund, Andrew Kaftan, Steve Peterson

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

- Vince Netherland, Executive Director of the Polk County Economic Development Corporation was present via telephone to provide insight regarding an Economic Development Corporation and answered questions.

  The Economic Development Corporation would be non-profit and made up of board members. Suggested members would be namely private businesses, one board of supervisor member and some municipal representatives in order to create a diverse group.

  The budget would consist of county, municipal and private business funds. The director of the corporation would reach out to the county, municipalities and businesses to find out areas of need for projects within the county. Some examples of projects would include broadband, comprehensive housing studies and marketing campaigns to increase workforce. The goal is to partner together to work on common goals.

  Jim Bialecki asked that a sub-committee be formed to look into forming a corporation. This committee would consist of a county board member, Monroe County Economic Development Coordinator, Monroe County Administrator and City Representatives.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, February 12, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room. It was suggested to send a friendly reminder to county board members regarding re-scheduling meetings and the committee conflicts that it may cause.

- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 12/06 & 12/11/18 minutes. Carried 5-0.

- Steve Peterson provided the monthly Economic Development Coordinator Report.

- Notice of County Clerk Budget Adjustment - Motion by Cedric Schnitzler second by Mary Von Ruden to approve budget adjustment. Shelley Bohl explained the 2018 budget adjustment in the amount of $13,590.00 for election overages. Discussion. Carried 5-0.

- John Mehtala provided the monthly Information Systems Report. Lisa Hanson explained cost savings associated with going with one cell phone provider. The committee recommended to bring a contract to next month's meeting.

- Ed Smudde provided the monthly Personnel Director's Report.

- Personnel Policy Update – Ed Smudde provided members with suggested policy updates. Updates included changing standing committee titles from the Personnel/Bargaining Committee to the Administration/Personnel Committee and from the Administrative/Executive Committee to the Administration/Personnel Committee. Also, new hires would have access to sick leave and vacation accruals upon date of hire. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve policy changes. Carried 5-0.

- Jim Bialecki provided the Monthly Administrators Report.

- Modifications of County Board Rules Review – No Discussion.

- Items for next month's agenda – Countywide Cell Phone Provider Contract, IT Website Demo, Economic Development Coordinator Report, CNA Education, Treasurer Position Vacancy

- Motion by Mary Von Ruden second by Sharon Folcey to move into closed session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.

- Closed Session per WI Statutes 19.85(1)(c), Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility –To discuss the details of the County Administrator's contract.

- Motion by Cedric Schnitzler second by Mary Von Ruden to return to open session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.

- Chair Pete Peterson announced that an Administrator Contract has been approved with Tina Osterberg and will be forwarded to the full board for approval.

- Chair Pete Peterson adjourned the meeting at 11:22 a.m.

Shelley Bohl, Monroe County Clerk
Recorder