

Administration & Personnel Committee

April 9, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mark Halverson, Mary Von Ruden (arrived at 9:12 am)

Absent:

Others: Jim Bialecki, Ed Smudde, Tina Osterberg, Wes Revels, Andy Kaftan, John Mehtala

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, May 14, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by S. Folcey second by M. Halverson to approve the 03/12/19 minutes. Carried 4-0.
- Monthly Economic Development Coordinator Report – No Report. Steve unable to attend. Discussion regarding report.
- Monroe County Administrator, Elan Credit Card System Access - T. Osterberg – Finance Committee, discussion that Diane future Finance Director and have Tina Osterberg to both have access to authorize and terminate credit cards. C. Schnitzler summarized Finance Committee, to have two staff having the authority to terminate credit cards.
- John Mehtala provided the monthly Information Systems Report. Server room had issues with water, vent roof plugged. 85% of equipment is now housed downtown. Audio visual equipment hardships continue with courtroom and Jail. Discussion on vendors. Webpage demo discussion will be on next month's agenda.

Mary Von Ruden arrived at 9:12 AM

- Information Systems Budget Adjustment - John Mehtala explained the 2018 budget adjustment in the amount of \$20,023.48. Motion by Mark Halverson second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
- Ed Smudde provided the monthly Personnel Director's Report. Voluntary Benefits Meetings going on this week with the new vendor Allstate. Beyond that Personnel is scheduling meetings with departments regarding the results of the engagement survey.
- Personnel Policy Update – Postponed until next Month.
- Jim Bialecki provided the Monthly Administrators Report. Mention of Rolling Hills public hearings and phone calls mentioning of referendum. Met with Tomah Memorial Hospital regarding possible beds to be put in one of their facilities. Discussion regarding Tomah's TID districts. Discussion of Sanitation, Planning and Zoning, and Forestry relocation and how that will be discussed with Property and Maintenance.
- Items for next month's agenda – Website project update – Discussion/Action from Information Systems Director. Personnel Policy Manual update – Personnel Director. Update/Timeline from Buildings Manager on move project for Sanitation, Planning and Zoning, and Forestry.
- Motion by M. Halverson second by Sharon Folcey to go into closed session. Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mark Halverson and Mary Von Ruden all voted yes at 10:00 AM.
- CLOSED SESSION per WI Statutes 19.85(1)(C), considering employment promotion compensations or performance evaluation data of any public employee which the governmental body has jurisdiction or exercises responsibility – to complete County Administrator's Performance Evaluation – Discussion/Action

- Motion by second by C.Schnitzler to return to open session. S.Folcey second, Role Call: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mark Halverson, and Mary Von Ruden all voted yes.
- Motion by C.Schnitzler second by S.Folcey to adjourn meeting at 10:25 a.m. Carried 5-0.

Ed Smudde, Personnel Director
Recorder