

Administration & Personnel Committee

May 14, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Pamela Pipkin, Jeremiah Erickson, Deb Brandt, Ron Hamilton, Sharon Nelson, Rob Conroy, Lynn Kloety, Kevin Croninger, 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, June 11, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.

- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 04/09/19 minutes. Carried 5-0.

- Personnel –

- a. New Position Requests

Resolution Authorizing Establishment of a Paralegal Position within the Monroe County District Attorney's Office & Resolution Authorizing Establishment of a Legal Secretary Position within the Monroe County District Attorney's Office. Kevin Croninger explained the need for a Paralegal and Legal Secretary Position. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve both DA positions, providing the Assistant District Attorney position from the state is approved. Carried 5-0.

Resolution Authorizing ADRC Disability Benefit Specialist Position Increase to Full-Time. Ron Hamilton explained the need for a Disability Benefit Specialist Position. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve position. Carried 5-0.

Resolution Authorizing ADRC Nutrition Program Coordinator Position Increase to Full-Time. Ron Hamilton explained the need for a Nutrition Program Coordinator Position. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve position. Carried 5-0.

Resolution Authorizing Establishment of a Full-Time Community Health Educator Position in the Monroe County Health Department – Sharon Nelson explained the need for a Health Educator Position. Discussion. Motion by Mary Von Ruden second by Mark Halverson to approve position. Carried 5-0.

Resolution Authorizing Establishment of a Full-Time Telecommunicator Position in the Monroe County 9-1-1 Communications Center – Ed Smudde explained the request for a Telecommunicator Position. Discussion. Motion by Pete Peterson second by Sharon Folcey to approve position. Carried 4-1.

Resolution Authorizing Establishment of an Additional Patrol Office Position - Rob Conroy explained the need for a Patrol Deputy Position. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve position. Carried 5-0.

- Notice of Budgetary Adjustments –

- a. Land Information – Jeremiah Erickson presented the 2019 budget adjustment in the amount of \$320.00 for GPS unit. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Information Systems – John Mehtala presented the 2019 budget adjustment in the amount of \$64,412.02 for Zuercher Public Safety Software. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.

John presented the 2019 budget adjustment in the amount of \$48,123.38 for courthouse remodel project. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.

John presented the 2019 budget adjustment in the amount of \$36,415.00 for response time & preventative maintenance support for the AV system in the Circuit Court and Jail. Discussion.

Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment.
Discussion. Carried 5-0.

- Information Systems –
 - a. John Mehtala provided the Information Systems Director Report. Courtroom audio and video surveillance system updates were provided.
 - b. Website Project Update – John Mehtala explained that a website demonstration has been completed. Costs would depend on which tier the county chooses. There was discussion on looking into the potential of integration with MUNIS system.
- Board Member iPad Upgrade – John Mehtala explained that the board member iPad's are aging. Choices in replacing would be with the google tablet or an iPad.
- Deb Brandt provided the County Register of Deeds Report.
- Pam Pipkin provided the Child Support Director Report.
- Personnel –
 - b. Ed Smudde provided the monthly Personnel Director Report.
 - c. Personnel Policy Updates
 - 1. FMLA – Ed explained changes in order to keep policy language compliant. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
 - 2. Recruitment – Ed explained changes to have accurate language to reflect recruitment practice. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
 - 3. Payroll Date – Ed explained change of payroll date from Thursday to Friday. Motion by Cedric Schnitzler second by Mark Halverson to approve and forward resolution to the full board. Discussion. Carried 5-0.
- Resolution Establishing 2020 Annual Budgeted Allocation for Pay for Performance – Tina Osterberg explained that the resolution establishes the budget for merit-based pay adjustments and fund the non-lapsing retirement/fringe pool. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the full board for approval. Carried 4-1.
- Board Member Per Diem Increase – Looking at the possibility of changing board member per-diem's for next term. This item will be discussed next month.
- Board Chairman/Vice-Chairman Payment Schedule – Looking at the possibility of changing the payment schedule for the chair/vice-chair. This item will be discussed next month.
- Request for Line Item Transfer -
 - a. Administrator – Motion by Cedric Schnitzler second by Mark Halverson to approve line item transfer. Tina Osterberg presented the 2019 line item transfer in the amount of \$1,397.00 for cell phone and dues per contract. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Board Member Per Diem Increase, Board Chairman/Vice-Chairman Payment Schedule, Board Member iPad Upgrade, New Positions
- Motion by Mary Von Ruden second by Mark Halverson to adjourn meeting at 12:05 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder