

Administration & Personnel Committee
June 11, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Ron Hamilton, Eric Weihe, Steve Peterson, Pamela Pipkin, Jeremiah Erickson, John Mehtala, Wes Revels

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, July 9, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
 - Minutes Approval – Motion by Mark Halverson second by Sharon Folcey to approve the 05/14/19 minutes. Carried 5-0.
 - Pamela Pipkin provided the Child Support Director Report.
 - Land Information –
 - a. Notice of Budgetary Adjustment – Jeremiah Erickson explained 2019 budget adjustment in the amount of \$102,400.00 for LiDAR. Motion by Cedric Schnitzler second by Mark Halverson to approve budget adjustment. Carried 5-0.
 - b. Land Information Office/Fort McCoy Military Installation/City of Tomah and City of Sparta Imagery and LiDAR Cooperation – Jeremiah explained that cooperation with Fort McCoy and both cities would result in better costs and quality. He is currently working with all parties regarding the project.
 - c. Land Information Office RFP Update – Jeremiah explained RFP for GIS consulting services. Five responses have been received. The Land Information Counsel will be reviewing the proposals. It is anticipated that work will begin between July and August. Discussion.
 - d. Outlook on Future Grant Funding for the WLIP and Consideration of Partial Funding of the GIS Specialist Position in Future Years – Jeremiah explained that document recording has been decreasing over the years. There is potential that future grant funding may go from 50% to 40% funding. Discussion.
 - Personnel –
 - a. New Position Requests

Resolution Authorizing Human Services Positions. Ron Hamilton explained request for seven positions within the Community Support Program in lieu of current contracted services already budgeted in the levy. There would be no additional cost. This program would move funds from contracted services to employee salary and fringe. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve all seven requested positions. Carried 5-0.

Resolution Authorizing Justice Positions. Eric Weihe explained need for additional staff due to the potential establishment of a Drug Treatment Court. The request includes a Drug Court Case Manager and increase of a Justice Program Assistant from ½ time to full-time. It was explained that for two years, the state tentatively approved partial funding reimbursement through the closing of our Revolving Loan Fund for the creation of a Drug Treatment Court. Discussion. Motion by Mark Halverson second by Mary Von Ruden to approve both positions. Carried 5-0.
 - b. Ed Smudde provided the monthly Personnel Director Report.
 - Steve Peterson provided the monthly Economic Development Coordinator Report.
- Cedric Schnitzler left the meeting at 10:09 a.m.
- Information Systems -
 - a. John Mehtala provided the Information Systems Director Report.

- b. Budget Adjustment – Tina Osterberg explained 2019 budget adjustment in the amount of \$5,000.00 for Justice Center camera and door system services. Discussion. It was recommended by committee to hold off on budget adjustment and have discussions with CML Securities.
- Board Member iPad Upgrade – John Mehtala presented a Google Chrome Notebook for committee member viewing. Costs, pros and cons were discussed. This item will be revisited next month.
- Board Member Per Diem Increase – Chair Pete Peterson opened the floor for discussion. Per-diems can only be set for the beginning of next term. Discussion. This item will be revisited next month.
- Board Chairman/Vice-Chairman Payment Schedule – Chair Pete Peterson said the structure of payment is every bi-weekly payroll period. Could this be paid out once a month? The committee also discussed the rate of pay for both the Chairman/Vice-Chairman. This item will be revisited next month.
- Monroe County Proceeding Booklet Publication Distribution – Shelley Bohl explained to members that past proceedings are found in her office and online. She asked if board members would still like to receive hard copies. Discussion. It was the recommendation of the committee to continue with hard copies.
- Tina Osterberg provided the Monthly Administrators Report. Tina provided information on the upcoming census. Information regarding the Fair Housing Choice Plan Study was provided to members. The budget timeline was also provided to members.
- Next Month's Agenda Items – Economic Development Coordinator Report, Steve Peterson "include ED report"; Information Systems Budget Adjustment - Discussion/Action; Board Member iPad Upgrade - Discussion/Action; Board Member Per Diem Increase - Discussion/Action; Board Chairman/Vice-Chairman Payment Schedule - Discussion/Action; Census Resolution, Complete Count Committee - Discussion/Action; Resolution for Fair Housing Choice Plan Study - Discussion/Action.
- Motion by Mark Halverson second by Mary Von Ruden to adjourn meeting at 11:16 a.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk
Recorder