

Administration & Personnel Committee
July 9, 2019

Present: Pete Peterson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden, Mark Halverson
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Steve Peterson, Theresa Burns-Gilbert, Roxie Anderson, Rob Conroy, John Mehtala, Alison Elliott, Debra Carney

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, August 13, 2019 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 06/11/19 minutes. Carried 5-0.
- Fair Housing Study – Theresa Burns-Gilbert explained the fair housing study conducted. Discussion. Study support included La Crosse County, La Crosse Housing Authority, the City of La Crosse, The City of La Crosse Public Housing Authority, the Tomah Housing Authority and the Monroe County Housing Authority.
- Resolution Approving Analysis of Impediments to Fair Housing Choice (AI) Plan and Authorization of Phased Implementation – Motion by Mark Halverson second by Mary Von Ruden to approve resolution and forward to the full board for approval. This resolution would approve the analysis of impediments to Fair Housing Choice (AI) and authorize the phasing of implementation. Discussion. Carried 5-0.
- Resolution Creating a Monroe County 2020 Census Complete Count Committee – Motion by Cedric Schnitzler second by Mark Halverson to approve resolution and forward to the full board for approval. Tina Osterberg, Administrator explained this group would campaign the 2020 Census to ensure every resident is counted. Federal and State funding is allocated based in part on census data. Discussion. Carried 5-0.
- Steve Peterson presented the monthly Economic Development Coordinator Report.
- Personnel –
 - a. New Position Requests
 - Resolution Authorizing Sheriff Patrol Officer Position. Motion by Mark Halverson second by Sharon Folcey to approve position. Rod Conroy explained request for Patrol Officer and continuation to look for funding opportunities. Discussion. Motion to amend by Cedric Schnitzler second by Mark Halverson by adding to the fiscal note: contingent upon external funding mechanism outside of county levy. Discussion. The resolution as amended carried 5-0.
 - Resolution Authorizing Dog Control Position. Motion by Mark Halverson second by Sharon Folcey to approve position. Alison Elliott explained request for part-time Humane Officer. Discussion. The request for the position failed with all members voting no.
 - b. Personnel Policy Update – Ed Smudde will be bringing two policy updates to next month's meeting:
 - (1) Funeral leave.
 - (2) New position request requirement and timeline.
 - c. Personnel Department 2020 Budget – Ed Smudde explained that most budget expenses will remain consistent. The main change would be the badge system. He is looking to get a new printer and badges.
 - d. Health Insurance Update – Ed Smudde explained that claims history will be available in August. Then he will begin looking into options for the counties health insurance. The hope is that our claims history is good with the possibility of more opportunities.
 - e. Ed Smudde provided the monthly Personnel Director Report.

- Notice of Budgetary Adjustments –
 - a. Land Records – Debra Carney explained the 2019 budget adjustment in the amount of \$1,800.00 for online tax payment services to the GCS Web Portal. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Carried 5-0.
 - b. Information Systems – John Mehtala asked to pull the budget adjustment from agenda. The budget adjustment will occur when the CML Service Contract support numbers are provided.
- John Mehtala provided the Information Systems Director Report.
- Board Member iPad Upgrade – John Mehtala explained monies are available in the current budget for 20 iPad devices. Discussion. The cost is \$321.74 each. Motion by Cedric Schnitzler second by Sharon Folcey to approve iPad Upgrades. It was a consensus to order 18 and intergrade them in as desired by Supervisors. Discussion. Carried 5-0.
- Board Member Per Diem Increase – Pete Peterson opened the floor for discussion on per-diem increases for the next term. Recommendations are moving committee meeting per-deim's from \$40.00 to \$50.00; County Board meetings from \$50.00 to \$75.00. Discussion. A resolution will be drafted and a fiscal impact will be provided. This item will be revisited next month.
- Board Chairman/Vice-Chairman Payment Schedule – Pete Peterson suggests a once a month payment and opened the floor for discussion. Recommendations were to pay the Chair \$400 per month and the Vice-Chair \$200 per month. Discussion. A resolution will be drafted and a fiscal impact will be provided. This item be revisited next month.
- 2020 Budget – Tina Osterberg, Administrator provided the 2020 budget timeline to members. The budget kickoff for Department Heads was held on June 27th.
- Tina Osterberg provided the Monthly Administrators Report.
- County Administrator Staffing – Tina Osterberg explained that the Purchasing Coordinator has provided her resignation. She is currently in the process of filling the position.
- Next Month's Agenda Items – Information Systems Budget Adjustment - CML Service Contract, Resolution for Per-Diem Increase, Resolution for Chair/Vice-Chair annual salary increase, Resolutions for Personnel Policy Manual Changes, Administrator 2020 Budget, Personnel Department 2020 Budget, Proclamation for Plastic/Styrofoam free for climate change, Department budgeted emergency leave,
- Pete Peterson adjourned the meeting at 11:44 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk
Recorder