

Administration & Personnel Committee  
August 13, 2019

Present: Pete Peterson, Sharon Folcey, Mary Von Ruden, Mark Halverson; Cedric Schnitzler absent  
Others: Tina Osterberg, Ed Smudde, Hannah Olson, Jeremiah Erickson, Charles Weaver, Wes Revels, Deb Brandt, John Mehtala, Ron Hamilton, Gary Dechant, Rob Conroy, Andrew Kaftan

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, September 10, 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 07/09/19 minutes. Carried 4-0.
- Steve Peterson was not available. The monthly Economic Development Coordinator Report was provided to members.
- Land Records credit card approval – Jeremiah Erickson explained his request for \$1,000.00 credit card. Motion by Mark Halverson second by Sharon Folcey to approve credit card. Carried 4-0.
- Budget Adjustments –
  - a. Land Records – Jeremiah Erickson explained 2019 budget adjustment in the amount of \$1,800.00 for ESRI Software License. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Carried 4-0.
  - b. Veterans Service – Charles Weaver explained 2019 budget adjustment in the amount of \$1,500.00 for Varidesk for office personnel. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Carried 4-0.
  - c. Information Systems – John Mehtala explained 2019 budget adjustment in the amount of \$11,934.00 for e-mail security software subscription. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Carried 4-0.
- Land Records Fort McCoy Agreement – Jeremiah Erickson explained that the Fort McCoy agreement has not been completed. This item will be postponed until next month
- Information Systems –
  - a. John Mehtala provided the Information Systems Director Report.
  - b. Website – John Mehtala explained 10 bids were received. The bids were discussed. It was the recommendation to go with Granicus with a purchase cost of \$15,200.00 to include the hosting fee for the first year; hosting fee of \$4,300.00 annually the 2<sup>nd</sup> year and thereafter; maintenance is included in the hosting fee. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve new website with Granicus. Discussion. Carried 4-0.
- 2020 Budget Presentations –
  - a. Surveyor – Gary Dechant presented the Surveyor budget and answered questions.
  - b. Land Records – Jeremiah Erickson presented the Land Records budget and answered questions.
  - c. Veterans Services – Charles Weaver presented the Veterans Service budget and answered questions.
  - d. Register of Deeds – Deb Brandt presented the Register of Deeds budget and answered questions.
  - e. Corporation Counsel – Andrew Kaftan presented the Corporation Counsel budget and answered questions.
  - f. County Administrator – Tina Osterberg presented the Administrator budget and answered questions.
  - g. County Board – Shelley Bohl presented the County Board budget and answered questions.
  - h. County Clerk – Shelley Bohl presented the County Clerk budget and answered questions.
  - i. Information Systems – This budget will be presented in September.

- Personnel –
  - a. New Position Requests

Human Services ADRC Driver Position – Ed Smudde, Personnel Director explained ADRC Driver position increase from on-call to part-time status. Ron Hamilton, Human Services Director further explained. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve position. Carried 4-0.

Human Services, PAPANP Position – Ron Hamilton, Human Services Director explained need for Psychiatric Advanced Practice Nurse Prescriber Position in Monroe County. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve position. Carried 4-0.

Sheriff's Department, Patrol Officer – Wes Revels, Sheriff explained need for Patrol Officer Position. Fiscal 2020 levy costs are anticipated at \$32,147.48. The only firm figure at this point is Ho-Chunk. Brookwood/Cashton have not yet committed to funding. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve changes to the fiscal impact and forward to Finance and the Full Board for approval. Carried 4-0.

A short recess was taken at 11:02 a.m., the meeting reconvened at 11:08 a.m.

- b. Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Hours of Work. Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the board for full approval. Ed Smudde explained hours of work policy changes. Discussion. Carried 4-0.

Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Funeral Leave. Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the board for full approval. Ed Smudde explained funeral leave adjustments. Discussion. Carried 4-0.

Resolution Authorizing Changes to the Monroe County Personnel Policy Manual – Rules for Administration of Classification Plan – Motion by Mark Halverson second by Sharon Folcey to approve resolution and forward to the board for full approval. Ed Smudde explained changes to new position request process. Discussion. Carried 4-0.

- c. Personnel Department 2020 Budget – Ed Smudde presented the Personnel budget and answered questions.
- d. Employee Recognition Program – Ed Smudde is looking at the implementation of an employee recognition program. It was a consensus to move forward with employee recognition. A package policy and resolution will be forthcoming.
- e. Ed Smudde provided the monthly Personnel Director Report.

- Tina Osterberg provided the Monthly Administrators Report.
- Resolution Authorizing Increase in Salary for the Monroe County Board Chairperson and Vice Chairperson Effective April 21, 2020 - Motion by Mark Halverson second by Sharon Folcey to approve and forward to full board for approval. Pete Peterson explained the resolution would place the Chair at \$400.00 per month and the Vice-Chair at \$200.00 per month for the next term of office. Carried 4-0.
- Resolution Authorizing Increase in Per Diem Payments for the Monroe County Board of Supervisors Effective April 21, 2020 – Motion by Mark Halverson second by Sharon Folcey to approve and forward to the full board for approval. Pete Peterson explained the resolution would increase committee meetings by \$10.00 and County Board meetings by \$25.00. Carried 4-0.
- Proclamation for Plastic/Styrofoam Free for Climate Change – Mary Von Ruden would like to suggest making changes for plastic/styrofoam free environment. An idea would be a plastic free challenge. This item will be revisited next month.
- Department Budgeted Emergency Leave – Ed Smudde explained that emergency leave funding is handled individually by departments. The final say is handled by the Administrator.

- Monroe County Board Committees Composition and Duties – Shelley Bohl, County Clerk provided members with a final draft of the Monroe County Board Committees Composition and Duties. The pamphlet has been prepared with input from the various committees and reviewed by the Administrative Committee. Suggestions for changes should be presented to the Administrative Committee on an on-going basis. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve composition and duties. Carried 4-0.
- Next Month's Agenda Items – Land Records Fort McCoy Agreement, Information Systems Budget, Child Support Budget, Creation of Climate Change Taskforce, 2020 Budget Update, Complete Count Census Update, Proclamation for Plastic/Styrofoam Free for Climate Change, Health Insurance Update
- Motion by Mark Halverson second by Mary Von Ruden to adjourn the meeting at 12:12 p.m. Carried 4-0.

Shelley Bohl, Monroe County Clerk  
Recorder