

Administration & Personnel Committee
May 8, 2018

Present: Pete Peterson, Mark Halverson, Cedric Schnitzler, Mary Von Ruden, Sharon Folcey joined the meeting at 9:38 p.m.

Others: Jim Bialecki, Ed Smudde, Jeremiah Erickson, Andrew Kaftan, Scott Perkins

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 June 12, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. It was a consensus of the members to keep the Administration/Personnel meetings the 2nd Tuesday of the month beginning at 9:00 a.m.
- Minutes Approval – Motion Mary Von Ruden second by Mark Halverson to approve the 04/10/18 minutes. Carried 4-0.
- Fund Raising Policy for K9 in Sheriff's Department – Scott Perkins explained that K9 contributions are non-levy funds. The county non-solicitation policy could have an effect on fundraising for the K9. Discussion. Ed Smudde explained that the policy was in draft form but was never forwarded or approved by the board.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$15,417.96 for GNSS equipment and training and education. Motion by Cedric Schnitzler second by Mary Von Ruden to approve budget adjustment. Carried 4-0.
- Personnel
 - a. Ed Smudde provided the Monthly Personnel Director's Report.
 - b. Credit Card Approval – Ed Smudde explained the request for a credit card in the amount of \$1,000.00. Discussion. Motion by Mark Halverson second by Cedric Schnitzler to approve credit card. Carried 4-0.

Sharon Folcey joined the meeting at 9:38 p.m.

c. Compensation Plan Adjustments

Resolution Regarding Pay for Performance – Ed Smudde provided members with the draft 2019 Pay for Performance Resolution. The resolution would include four percent of gross wages to be set aside for allocation based on the merits of employee performance. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve and forward to the full board for approval. Carried 4-1.

- Jim Bialecki provided the Monthly Administrators Report.
- Administration/Personnel Committee Vice Chair – Mark Halverson nominated Sharon Folcey for Vice-Chair. Chair Pete Peterson asked for any more nominations. Folcey accepted the nomination and was declared committee Vice-Chair by voice vote.
- Wisconsin Counties Association Outreach Program Presentation – Pete Peterson explained that outreach programs are available through the WCA. The programs are part of the counties annual dues. Discussion. It was the consensus on members to begin with County Officials Roles & Responsibilities and Running Effective Meetings and Parliamentary Procedures. Trainings will take place just before the board meeting at 5:00 p.m.
- Administration/Personnel Committee Duties – The current Administration and Personnel Committee duties along with the 2012 revised duties were provided to the committee. Members will use the 2012 revision as a starting point. Duties will be reviewed and members will provide suggestions next month.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Personnel Department Line Item Transfer, Administration/Personnel Committee Duties

- Motion by Mark Halverson second by Sharon Folcey to adjourn the meeting at 10:11 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder