

Administration & Personnel Committee
September 11, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Ed Smudde, John Mehtala, Pamela Pipkin, Deb Brandt, Hannah Olsen, 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, October 9, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 08/13/18 minutes. Carried 5-0.
- Budget Presentations –
 - a. Child Support – Pamela Pipkin presented the Child Support budget and answered questions.
 - b. Register of Deeds – Deb Brandt presented the Register of Deeds budget and answered questions.
 - c. Information Systems – John Mehtala presented the Information Systems budget and answered questions.
- Information Technology Updates -
 - a. Telephone Installation and Training – John Mehtala explained that the phone system was targeted for installation the end of the month. When speaking with Centurylink, resources have been redirected regionally due to the storms and flooding. The project will not be completed until October, with the 15th being the earliest. The equipment is ready to go, we are just waiting on Centurylink personnel to install. Discussion.
 - b. Building Location Change as it Relates to Technology and Timing – The Human Services move will be delayed due to the above discussion regarding storms and flooding. We are waiting on Centurylink personnel to install systems.
- Information Technology Budget Adjustment – John Mehtala explained the 2018 budget adjustment for point to point wireless network. A budget adjustment was not prepared for the meeting. This item will be revisited next month.
- Administrator Position Recruitment Process – Chair Pete Peterson explained that the Administration/Personnel committee will choose a candidate for Administrator and then forward their recommendation to the full board. The floor was opened for discussion. It was a consensus of the committee to hire within. Ed Smudde will work on a proposal for members to look at next month for the recruitment process to include a schedule of events.
- Personnel
 - a. Ed Smudde provided the Monthly Personnel Director's Report.
 - b. Line Item Transfer – Ed Smudde explained the 2018 line item transfer in the amount of \$196.98 for labor relations due to grievance hearings. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Carried 5-0.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Child Support Resolution, Information Technology Budget Adjustment, Administrator Recruitment Process, County Board 2019 Budget
- Motion by Mary Von Ruden second by Sharon Folcey to move into closed session. Peterson, Halverson, Von Ruden, Schnitzler and Folcey all voted yes.
- Closed Session of the Administrative and Personnel Committee under 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over

which the governmental body has jurisdiction or exercises responsibility. At approximately 9:30 a.m. in regards to the Information Systems Director position and projects.

- Motion to return to open session by Cedric Schnitzler second by Sharon Folcey. Peterson, Halverson, Von Ruden, Schnitzler and Folcey all voted yes.
- Motion by Cedric Schnitzler second by Sharon Folcey to move into closed session. Peterson, Schnitzler and Folcey all voted yes.
- Closed Session under 19.82(1) of the Bargaining Subcommittee at approximately 9:50 a.m. to discuss bargaining strategy with the Monroe County Professional Police Association.
- Motion by Sharon Folcey second by Cedric Schnitzler to return to open session. Peterson, Schnitzler and Folcey all voted yes.
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 11:08 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder