

Administration & Personnel Committee
June 13, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Carol Las, Pete Peterson
Others: Ken Kittleson, Ed Smudde, Andrew Kaftan, Cedric Schnitzler, John Mehtala

The meeting was called to order in the Rolling Hills Activity Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is July 11, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the New Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the 05/09/17 minutes. Carried 5-0.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Aging the Compensation Plan – Ken Kittleson suggested to age the compensation at 2% in order to keep it relevant with the annual merit system based on attendance at the Personnel Conference in speaking with a wage consultant. This would allow us to not have to go back and age the compensation plan as frequently as in the past. Discussion. Motion by Pete Peterson second by Carol Las to age the compensation plan at 2%. Carried 4-1.
- Western WI County Consortium/Health Benefits – Ken Kittleson explained the Western WI County Consortium. Ken provided the Health Tradition financial activity for 2015 & 2016. Discussion. Carol Las provided members with information regarding Neighborhood family clinics. Ken Kittleson explained that the county is not self-funded for health insurance. Currently these clinics are not accepted in our network. Carol asked that Ken look into options with family clinics in order to keep Monroe County Health Insurance premiums down.
- Safety & Health Program – Mary Von Ruden explained that it came to her attention that there is no set policy for department heads to follow for employee illnesses. Ken provided members with 4.37 Safety and Health Program, of the Personnel Manual. Discussion. Ken will bring up this topic at the next department head meeting, chain of command and how to handle employee illnesses.
- Telephone System – John Mehtala explained our current telephone carrier is NEC system. Our current software is at its end of life. To upgrade the phone system is \$25,711.00. This amount does not include the new phones that would be required for the upgrade. These amounts have not been budgeted. If we are going to invest, instead of upgrading John prefers to go out to bid on an entire phone system. From an IS Support, they are limited therefore expenses occur. Discussion. Motion by Sharon Folcey second by Carol Las to go out for phone system bids for what we need now and into the future. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Health Benefit Insurance Discussion, Phone System Update Status
- Motion by Mary Von Ruden second by Carol Las to adjourn at 10:30 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder