

Administration & Personnel Committee  
September 12, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Pete Peterson; Carol Las absent  
Others: Jim Bialecki, Ed Smudde, Charles Weaver, Deb Brandt, Jeremiah Erickson, Andrew Kaftan, Ken Kittleson, Gary Dechant, John Mehtala, Pam Pipkin, Cedric Schnitzler

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is October 10, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Pete Peterson second by Mary Von Ruden to approve the 08/08/2017 minutes. Carried 4-0.
- County Phone System Update – John Mehtala, Information Systems Director explained that approximately ten proposals had been received and have been narrowed down to four. There will be a phone demonstration to department heads before a vendor is selected. Discussion. The committee will be updated as to the process.
- 2018 Budget Presentations –
  - a. Surveyor – Garry Dechant presented the Land Information budget and answered questions.
  - b. Corporation Counsel – Andrew Kaftan presented the Corporation Counsel budget and answered questions.
  - c. Land Information – Jeremiah Erickson presented the Land Information budget and answered questions.
  - d. Register of Deeds – Deb Brandt presented the Register of Deeds budget and answered questions.
  - e. Veterans Service – Charles Weaver presented the Veterans Service budget and answered questions.
  - f. Information Systems – John Mehtala presented the Information Systems budget and answered questions.
  - g. Child Support – Pamela Pipkin presented the Child Support budget and answered questions.
  - h. County Clerk – Shelley Bohl presented the County Clerk's budget and answered questions.
  - i. County Administrator – Jim Bialecki presented the County Administrator budget and answered questions.
  - j. Personnel – Ken Kittleson presented the Personnel budget and answered questions.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Health Benefit Insurance – Ken Kittleson is hoping to have the renewal and quotes in October.
- Resolution Authorizing an Increase in 2018 Meal Reimbursement Rates – Ken Kittleson explained that last month's resolution failed by tie vote. The boards' concerns were discussed. Motion by Pete Peterson second by Sharon Folcey to set the resolution at \$8 breakfast, \$12 lunch & \$18 dinner and eliminate: "Maximums may be waived in circumstances where a choice of meals was not available and the rate charged exceeds the maximum allowance, provided detailed receipts are furnished and the County Administrator approves." Carried 4-0. The discussion continued. Motion by Pete Peterson second by Mary Von Ruden to approve resolution with above adjustments and forward to the full board for approval. Carried 4-0.
- Sympathy Line Item, 2018 Budget/Policy - Shelley Bohl, County Clerk explained that there has never been a line item for sympathy arrangements for employees or elected officials. In speaking with the County Board Chair, the thought is that there should be some sort of recognition from the county for funerals. Chair Schnitzler further explained. Discussion. Motion by Pete Peterson second by Sharon Folcey to set up a bereavement policy and fund, Personnel to be in charge of the fund. This policy will be drafted by Personnel and reviewed next month. Carried 4-0.
- Jim Bialecki provided the Monthly Administrators Report

- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Phone System Update, Grant Writer Position - Discussion Only, Website - Rolling Hills Department, Health/Dental Insurance – Discussion/Action, County Bereavement Fund
- Motion by Pete Peterson second by Mary Von Ruden to adjourn at 10:46 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder