

Administration & Personnel Committee  
November 14, 2017

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey, Cedric Schnitzler  
Others: Jim Bialecki, Pamela Pipkin, Deb Brandt, Jeremiah Erickson, Andrew Kaftan, Ken Kittleson, Ed Smudde, John Mehtala, Sharon Nelson

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 December 12, 2017 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 Pete Peterson to approve the 10/10/17 & 10/23/17 minutes. Carried 5-0.
- Pamela Pipkin provided the Child Support Report.
- Land Records Modernization Plan Amendment – Jeremiah Erickson explained to members the change to the Land Records Modernization Plan. Discussion. This amendment was sent to the Land Information Counsel and approved.
- Land Records Grant Application Announcement – Jeremiah Erickson explained three land records grants; training & education, base budget and strategic initiative. Discussion.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2018 budget adjustment in the amount of \$14,250.00 for section corner coordinate acquisition. Discussion. Motion by Sharon Folcey second by Cedric Schnitzler to approve budget adjustment. Carried 5-0.
- County Phone System Update – John Mehtala explained that four proposals have been reviewed. A selection is anticipated to be made by next month. Discussion. This item will be visited next month.
- Metro Ethernet – John Mehtala explained that an RFP is currently being developed for the metro ethernet. Discussion. This item will be visited next month.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- New Position Request/Health Department Community Health Educator – Sharon Nelson explained request to increase eight hours per week for the Community Health Educator Position. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve resolution and forward to the full county board. Carried 5-0.
- County Clerk Line Item Transfer – Shelley Bohl explained the 2017 line item transfer in the amount of \$500.00 for county wide postage overage. Motion by Sharon Folcey second by Mary Von Ruden to approve line item transfer. Carried 5-0.
- County Clerk Budget Adjustment – Shelley Bohl explained the 2017 line item transfer in the amount of \$550.00 for tables in the new Justice Center training room. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve budget adjustment. Carried 5-0.
- County Benevolent Fund, 2018 Budget/Policy – Ken Kittleson provided members with a draft benevolent fund. Discussion. Motion by Pete Peterson second by Sharon Folcey to remove "with 20 years of service or longer with Monroe County" and adopt policy. Carried 5-0. A separate line item will be created for 2019. This policy will be forwarded to the Finance Committee as it was recommended by the Personnel Director to place the policy under the Financial Policies of the County.
- Jim Bialecki provided the Monthly Administrators Report.
- Prepayment Policy – The Economic Development Coordinator is paid at the top of the month before services are completed for the month. Discussion. Currently the county doesn't have a prepayment policy.

- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – County Phone System Discussion/Action, Metro Ethernet Discussion/Action, Personnel Line Item Transfer Discussion/Action, Prepayment Policy–Contract Employees Discussion/Action.
- Motion by Pete Peterson second by Mary Von Ruden to adjourn at 10:37 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder