

Administration & Personnel Committee  
November 8, 2016

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey; Carol Las absent  
Others: Catherine Schmit, Cedric Schnitzler, Ken Kittleson, Ed Smudde, Andrew Kaftan, Pamela Pipkin,  
Tina Osterberg

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

- Next Month's Meeting Date/Time – Discussion. December 13, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Minutes Approval – Motion by Sharon Folcey second by Pete Peterson to approve the 10/11/16 minutes. Carried 4-0.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Resignation – Catherine Schmit's last day as County Administrator is December 3, 2016. The Administrative/Personnel committee will be tasked with moving forward with the replacement of the County Administrator. An interim Administrator was discussed. A special meeting will be held on Monday, November 14, 2016 at 9:00 a.m.
- Monthly Personnel Director's Report – None.
- Pay for Performance – Mary Von Ruden explained concerns over the evaluation process. Ed Smudde explained the Pay for Performance process. Catherine Schmit, County Administrator further explained the process and why the plan was put into place. Discussion.
- Management Resignation – Mary Von Ruden explained concern over resignations. She asked that the committee be briefed so there can be discussion on how to retain employees. Ken Kittleson explained the exit interview and management follow up process. Discussion.
- Veteran's Service Line Item Transfer – Shelley Bohl, County Clerk explained the 2016 line item transfer in the amount of \$170.00 for committee per diem taxes and additional committee meetings not budgeted. Motion by Sharon Folcey second by Pete Peterson to approve line item transfer. Carried 4-0.
- Pamela Pipkin provided the Child Support Directors Report.
- Election Budget Adjustment – Shelley Bohl, County Clerk explained the 2016 budget adjustment in the amount of \$5,000.00 for election cost overage. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve budget adjustment. Carried 4-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Eliminate Position Process Request, Replacement of County Administrator, Administrator Budget Adjustment.
- Motion by Sharon Folcey second by Mary Von Ruden to adjourn at 10:23 a.m. Carried 4-0.

Shelley Bohl, County Clerk  
Recorder