

Administration & Personnel Committee  
July 12, 2016

Present: Wallace Habegger, Sharon Folcey, Carol Las, Pete Peterson, Mary Von Ruden  
Others: Catherine Schmit, Andrew Kaftan, Charles Weaver, Jeremiah Erickson, Andrew Kaftan, Ed Smudde, Garry Spohn, Jack Dittmar, Ron Hamilton, Ken Kittleson.

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

- Minutes Approval – Motion by Mary Von Ruden second by Pete Peterson to approve the 05/10/16 minutes. Carried 5-0.
- Charles Weaver provided the Veteran's Service Officer Report
- Veteran Service Cemetery Funding – Charles Weaver explained that per WI State Statutes, Veterans Graves that are receiving perpetual care do not qualify for Care of Veterans Graves Funding. Discussion. It was a consensus of the committee for the Veteran's Service Officer to follow correct procedures of the law.
- Land Records Budget Adjustment – Jeremiah Erickson explained the 2016 budget adjustment in the amount of \$1,000.00 for address expenses. Motion by Pete Peterson second by Carol Las to approve budget adjustment. Carried 5-0.
- Resolution Amending the Policy on Remnant Parcels – Jeremiah Erickson explained the need to amend the policy on remnant parcels. Discussion. Motion to approve resolution by Sharon Folcey second by Mary Von Ruden. Discussion. Carried 5-0.
- Human/Health/Senior Services Committee Ordinance Updates – Andrew Kaftan provided a draft resolution amending county ordinances to continue to address the board size reduction. The resolution would better align the county ordinance with the state statutes. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to amend the resolution; the Commission on Aging should consist of 4 citizen members; the terms shall be 3 year terms. Discussion. Carried 5-0. This resolution will be adjusted and brought back to committee for final approval in August.
- Ordinance Updates Due to Board Size and Committee Structure Change – Andrew Kaftan explained that with time, ordinances will continue to be looked at and updated due to committee structure change.
- Resolution Format & Process Discussion – Resolution format was discussed. It was a consensus for resolutions to contain:
  - Committee of Jurisdiction signatures
  - Lines of the Resolution to be numbered
  - Bottom of the Resolution to contain a sign off for Chair/Clerk
  - Bottom of the Resolution to contain whether or not the resolution passed/failed/amended/other and the vote results.
  - The Clerk will be adjusting fonts to make easier to transfer into the proceeding bookletA draft resolution sample will be provided next month for review.
- Committee Report's at County Board Meetings Discussion – Wallace Habegger opened the floor for discussion on bringing individual committee report's back on the County Board agenda. It was discussed that committee reports provide information to other board members and provide an idea of what departments are doing and what information may be coming up. It was suggested that discussion not be allowed, reports to be limited to 3 minutes and only contain pertinent information. The recommendation will be forwarded to the Monroe County Board Chair by the Committee Chair.
- Catherine Schmit provided the monthly County Administrator Report.
- County Administrator Conference/Training Requests – None.

- Ken Kittleson provided the monthly Personnel Director's Report.
- New Position Requests –
  - a. Highway, Public Works Laborer – Jack Dittmar explained the request for a new Public Works Laborer. The position would be paid for through State Funding. Start date would be January 1, 2017. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve new position. Discussion. Carried 5-0.
  - b. Human Services, Social Workers -
 

Ron Hamilton explained the request for Social Worker I Position for Comprehensive Community Services. The position to be funded by Medical Assistance Case Management billing, no additional tax levy. Start date would be April 1, 2017. Discussion. Motion by Mary Von Ruden second by Carol Las to approve new position. Discussion. Carried 5-0.

Ron Hamilton explained the request for Social Worker I Position for Children's Long Term Support (70%) and Birth to Three (30%). The position would be funded 80% by billing and \$9,700.00 by tax levy. Start date would be April 1, 2017. Discussion. Motion by Mary Von Ruden second by Carol Las to approve new position. Carried 5-0.
  - c. Maintenance, Maintenance Technician – Garry Spohn explained the request for a Maintenance Technician. Start date would be January 1, 2017. Motion by Mary Von Ruden second by Carol Las to approve new position. Discussion. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Next Month's Meeting Date/Time – August 9, 2016 at 9:00 a.m. in the Rolling Hills Activity Room.
- Items for next month's agenda – Amending County Ordinances to Continue to Address the Board Size Reduction, Resolution Format, Annual Performance Review, Jailer Positions.
- Motion by Mary Von Ruden second by Carol Las to adjourn at 11:36 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder