

Administration & Personnel Committee  
July 11, 2017

Present: Wallace Habegger, Sharon Folcey, Mary Von Ruden, Pete Peterson; Carol Las arrived at 9:05 a.m.  
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Andrew Kaftan, Ron Hamilton

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 August 8, 2017 at 9:00 a.m. in the Monroe County Board Assembly Room in the New Justice Center.
- Minutes Approval – Motion by Sharon Folcey second by Mary Von Ruden to approve the 06/13/17 minutes. Carried 4-0.

Carol Las arrived at 9:05 a.m.

- Human Services New Position Requests –  
Ron Hamilton explained new position request for 2 Social Worker I positions. The positions would not increase the county levy. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve 2 Social Worker I positions. Carried 5-0.

Ron explained new position request for Social Services Manager Position. The position will be paid through the county levy at \$94,237.00 in 2018 and \$90,237.00 annually thereafter. Discussion. Motion by Mary Von Ruden second by Sharon Folcey to approve Social Services Manager Position. Carried 5-0.

Ron explained new position request for Social Worker I position. The position will be paid through the county levy at \$69,956.00 in 2018 and \$65,956.00 annually thereafter. Discussion. Motion by Pete Peterson second by Mary Von Ruden to approve Social Worker I position. Carried 5-0.

- County Phone System Update – Jim Bialecki explained that it is approximately \$25,000.00 to upgrade the current system. This amount does not include the new phones that would be required for the upgrade. Shelley Bohl, County Clerk explained that last month members voted to go out for phone systems bids. Discussion.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Health Benefit Insurance Discussion – Ken Kittleson explained that our claims experience is currently at 151%. Ken has requested an early renewal quote. Discussion. Ken explained that he will look at options in order to keep the cost down for taxpayers.
- Jim Bialecki provided the Monthly Administrators Report.
- Authorization to Bid Print Management – Jim Bialecki explained that EO Johnson provided a contract extension proposal. The Finance Committee recommended that print management be placed out for bids. Discussion. Motion by Pete Peterson second by Sharon Folcey to authorize the RFP process for print management. Carried 5-0.
- County Board Line Item Transfer – Shelley Bohl, County Clerk explained request to move \$4,000.00 in County Board Strategic Funds for the Ribbon Cutting Ceremony. Motion by Carol Las second by Mary Von Ruden to approve line item transfer. Discussion. Carried 5-0.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Meal Reimbursement Rates, County Phone System Update, Health Insurance Discussion, Personnel Line Item Transfer, Resolution in favor of taking politics out of Redistricting.
- Motion by Mary Von Ruden second by Pete Peterson to adjourn at 10:29 a.m. Carried 5-0.

Shelley Bohl, County Clerk  
Recorder