

Administration & Personnel Committee

February 14, 2017

Present: Wallace Habegger, Pete Peterson, Mary Von Ruden, Sharon Folcey,
Carol Las (excused at 10:20 AM).

Others: Jim Bialecki, Ken Kittleson, Ed Smudde, Pamela Pipkin, Robert Smith, Andrew Kaftan,
Jeremiah Ericson, Ron Hamilton, Garry Spohn

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

- **Next Month's Meeting Date/Time** – The next meeting is Tuesday, March 14, 2017 at 9:00 a.m. in the Rolling Hills Activity Room.
- **Minutes Approval** – Motion to approve the 1/5/17 and 1/10/17 minutes by Mary Von Ruden, Second by Pete Peterson, motion passed 5-0 all both sets of minutes.
- **Land Record (4) Budget Adjustments -**
 - Jeremiah Erickson explained the budget adjustments and mentioned that adjustment for \$22,434.35 not necessary per his discussion with the Finance Director. Jeremiah also mentioned that the two separate adjustments for -\$4,576 and \$25,000 were to be combined into one budget adjustment. The committee commented that they still had all of the adjustments separate.
 - Motion to postpone the approval of the combined budgetary adjustment of -\$4,576 and \$25,000 until next meeting by Sharon Folcey, second by Pete Peterson and approved on a 4-1 (Mary Von Ruden) vote.
 - Jeremiah explained the final budgetary adjustment of \$213.05 to carry over left over funding from the 2016 training budget for 2017.
 - Motion to approve this budgetary adjustment by Carol Las, second by Mary Von Ruden contingent on the Finance Committee's approval and approved on a 5-0 vote.
- **2017 Student Government Days – Pamela Pipkin**
 - Pam circulated a handout regarding Student Government Day. Days planned for 2017 May 3rd Cashton, May 10th for Brookwood. Asked for County Admin or County Board Chair for a welcome. Wanted to extend an invite to board members. The event would take place from 8:45 AM to 2:30 PM. Information purposes only to inform committee. Questions were asked and answered regarding the event.
- **Ken Kittleson provided the Monthly Personnel Director's Report.**
 - Evaluation process we are ahead of schedule, most management, and department heads already completed. Looking to have salary adjustments for full pay period in April, effective 4/9/2017. Wage increases will vary around 2%. Brief summary on process.
 - Health Insurance – claims exp. 130% rather high. Expect an increase for 2018, 25-30% health insurance cost potentially. Hoping to keep the increase as minimal as possible. Questions regarding health insurance were discussed, no action taken.
- **New Position Requests**
 - **A. Full Time Human Services Disability Benefit Specialist Position**
 - Ron Hamilton – Result of a new resolution to the finance committee and full county board, in an effort to integrate Senior Services with ADRC and Human Services. Goal to be a fully independent ADRC with La Crosse leaving consortia which is June 30, 2017. Positions are a result of restructure with positions. Consortia looking to all go into a single county concept (Vernon and Jackson).
 - Previously provided through consortia, by La Crosse. By contract to have a minimum of 0.5 position DBS position, as of 6/1/17 to train prior to being independent. Part-time annual cost \$16,333, position will not impact current co. levy. They have ADRC allocation from State and Federal match dollars. Traditional ADRC funding will cover this position.
 - Funding directly to Monroe County ADRC – instead of going to consortia.
 - Motion to approve the half-time position by C. Las, second by S. Folcey. 5-0 approved.

- o **B. Part Time to Full Time Human Services Clerical I Position**
- o Ron Hamilton – Current 20 hrs. per week in Senior Services, to bump to full-time position, to offset the loss of call center with consortia. This would require full-time coverage of calls and walk-ins. Current staff would have the option to bump to full-time position. \$46,000 would be the annual cost, no additional county levy needed. Covered under aging and transportation funds.
 - Motion to approve the part-time position to a full-time position by S. Folcey, second by P. Peterson, 5-0 passed.
- **Recommended Appointments (C. Las absent)**
 - o **A. Highway Commissioner**
 - Jim Bialecki – reviewed his recommendation memo, which was circulated to the committee members, regarding the promotion of David Ohnstad to the Highway Commissioner position. Jim had reviewed David’s previous experience and discussed this with the committee members.
 - Discussion and questions regarding this promotion were discussed.
 - Motion by S. Folcey to recommend the decision to promote David Ohnstad to Highway Commissioner by the County Administrator, second by P. Peterson, 4-0, passed.
 - o **B. Medical Examiner**
 - Robert Smith – summary of past experience and working with Medical Examiner and law enforcement and EMS background.
 - Motion to confirm the recommendation of the County Administrator to promote Robert Smith to the Medical Examiner position by P. Peterson, second by Mary Von Ruden and approved on a 4-0 vote.
- **Jim Bialecki provided the Interim County Administrator Monthly Report.**
 - o Jim discussed concerns regarding department meeting on confidentially policy.
- **Recommendation for Replacement of County Administrator, County Executive, County Administrator, Administrative Coordinator**
 - Committee reviewed the results of a survey conducted with the department heads of Monroe County. Wally Habegger gave each committee member a chance to speak to this item. Each committee member discussed their stance on which position they would prefer and discussion and questions ensued. Throughout the discussion the topic of extending the Interim County Administrator’s status beyond the original six months and with an average of 32 hours per week came up.
 - o Motion to recommend on behalf of the Administration and Personnel Committee to continue with the current County Administrator on an Interim basis indefinitely by Wally Habegger, Second by Pete Peterson, and passed on a 5-0 vote.
 - Carol Las was excused at 10:20 AM
- **County Board budget adjustment**
 - o Motion to approve by Mary Von Ruden, second by Sharon Folcey to approve budgetary adjustment: and passed on a 4-0 vote.
- **County Board Line Item Transfer**
 - o Motion to approve by Pete Peterson, second by S. Folcey, and approved on a 4-0 vote.
- **Monthly Expenditure review.**
 - o Committee members reviewed the information.

- **Items for next month's agenda –**

- o County Administrator position recommendation – Discussion/Action
- o Land Records budget adjustment – Discussion/Action

- Motion by Mary Von Ruden, second by Sharon Folcey to adjourn at 10:47AM, approved 4-0.

Ed Smudde, Personnel Coordinator
Recorder