

Administration & Personnel Committee
December 12, 2017

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey, Cedric Schnitzler
Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala, Lisa Hanson

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 January 9, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center. A special meeting will be held on December 14, 2017 at 8:00 a.m.
- Minutes Approval – Motion by Mary Von Ruden second by Cedric Schnitzler to approve the 11/17/17 minutes. Carried 5-0.
- County Phone System Update – John Mehtala explained that seven or eight vendors have submitted bids. The quantity of phones and model type has been forwarded. Pricing should be available on the 18th of December. Discussion. If the contract would need to be signed before the January meeting in order to lock in rates, a special meeting will be tentatively held on December 20 at 3:30 p.m.
- Metro Ethernet – John Mehtala explained that with Human Services moving to the courthouse and the potential of Rolling Hills moving to Tomah, the project is on hold.
- Ken Kittleson provided the Monthly Personnel Director's Report.
- Personnel Line Item Transfer – None.
- Prepayment Policy/Contract Employee – Jim Bialecki explained that the Economic Coordinator is paid at the top of each month. This had been set up with his predecessor.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- Items for next month's agenda – Resolution Establishing Elected Officials Salary Discussion/Action.
- Motion by Cedric Schnitzler second by Pete Peterson to adjourn at 10:05 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder