

Administration & Personnel Committee  
April 10, 2018

Present: Wallace Habegger, Mary Von Ruden, Pete Peterson, Sharon Folcey

Absent: Cedric Schnitzler

Others: Jim Bialecki, Ken Kittleson, Ed Smudde, John Mehtala, Deb Brandt, Garry Spohn, Andy Kaftan, Gail Frie, Jeremiah Erickson, Wes Revels

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 May 8, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion Mary Von Ruden second by Pete Peterson to approve the 03/13/18 minutes. Carried 4-0.
- Information Systems/Sheriff Department Update – Server issue-it is up and running. Body cameras-up training needs to be done for staff. East side station-Tomah, shared connections with Highway. Not high speed. Need to purchase additional licensing. Cost of \$1200.00 out of Rob's budget. Rob checking his budget for funds.
- Internet for the inmates-needs to be addressed at committee. John being present at the meeting and discuss with the committee. Discussion about what having the internet in the jail would entitle.
- Register of Deeds
  - a. Customer Payment Types – Don't currently accept debit/credit cards for payments. Point and Pay for the vendor for using as credit/debit card payment. Convenient for the customer, can't always break down big bills, modernize the office, and keep revenue in the county.
  - b. Concerns-cost to the county-no cost incurred to the county-it would be incurred to the customer. Speak with Clerk of Courts about the software they are using in regards to security and disputed payments-
  - c. Register of Deeds Recording System Software – Recording system in office-modernize the current system. Specific functions-e-recording-paperless. Currently system is not efficient. Document electronic instead of mailing. OCR recognition-looking for specific information-easier to pick information out instead of searching, integrate with the Department of Revenue, Property Fraud Alert, One stop shop for service and support. Looking to switch this fall into the new system. Decision on the vendor by June. Signed contract-needs to go out for Bid-RFP needed.
  - d. Cost associated with the new system? Not sure if any would be incurred by the county. Looking to do it with non-taxpayer funds. Would be a cloud based system. GCS system is over 30 years old. Not keeping up with the times.
- Personnel
  - a. Ken Kittleson provided the Monthly Personnel Director's Report. Evaluation process is complete-only Administrator left to complete, Pay performance is done-email out to check in the system. Two grievances, one pulled out, the other settled with the impartial hearing officer, which incurred a fee on the county. Ken is retiring effective April 30<sup>th</sup> and Ed has been approved to be the new Director.
  - b. Filling Personnel Coordinator Position – Discussion-the position should be retained per the Administrator. Work load and commitment needs to keep the position as it is. Clerical position is a decrease in duties would put more pressure on the Director. Confidential information is pertinent for the position. Qualified to step up and make decisions in the absent of the Director. Requires a motion and a second. Sharon approves to move forward, second by Pete to fill the Personnel Coordinator position. Carried 4-0
  - c. Compensation Plan Adjustments -

Discussion-age the compensation plan over the last 5 years. Recommend we age it by 5%, doesn't affect anyone's pay-just bumps the wage scale itself. Falling behind in raises, make up for previous shortfalls. Some are at the top of the pay scale-gives them a bit of breathing room instead of only getting a ½%. It provides enough flexibility in the system that if we can move it around. Motion to approve Sharon moves to approve 5%-second by Pete. Effective July 1. Carried 4-0

Pay for Performance plan-4% to make the adjustments more relevant. 2% for 2018. Doesn't make as big of a difference when it comes to evaluation time. Gives more of an incentive to staff to do their jobs better. Needs more discussion. Discussed a year ago at the meeting-brought up now as the committee is going to change next month. Wally needs more information from Personnel. This is more for retaining employees. Need to consider inflation rate and other factors. Motion to approve at 4% Pay for Performance Sharon, Pete second. All in favor 2, opposed 2 (Habhegger, Von Ruden). On May agenda.

- Solicitation Policy –  
Fundraisers-departments feel like they have to purchase products. One isolated incident. Need approval for the chair if you are going to sell something to them. Do we need a policy? Tailor the policy towards the situation and not towards Rolling Hills. Ethics policy-add a paragraph into the policy. Police it internally. No personal gain. Fine tuning the ethics policy. County Administrator will review this with those involved and evaluate the need for a policy moving forward.
- Jim Bialecki provided the Monthly Administrators Report.  
Courthouse transition, Rolling Hills-what will things look like in 20 years. Water way preservation-even if the area was developed. Cell phones-county issued. Different providers, bid out for contract for all cell phones.
- The monthly expenditure report was provided to members via iPad's.  
No questions
- Items for next month's agenda – County Board Committee Duties, Resolution regarding 4% Pay for Performance. Register of Deeds Recording System software- time table.
- Motion by Pete Peterson second by Sharon Folcey to move into closed session with Habhegger, Von Ruden, Peterson, and Folcey all voting yes.
- Closed session under 19.85(1)(c) at approximately 10:30 a.m. to complete County Administrator's performance evaluation.
- Motion by Pete Peterson second by Mary Von Ruden to return to open session with Habhegger, Von Ruden, Peterson, and Folcey all voting yes. 11:25 am
- Motion by Pete Peterson second by Mary Von Ruden to adjourn the meeting at 11:26 a.m. Carried 4-0.

Lisa Hanson  
Recorder