



MONROE COUNTY BOARD OF SUPERVISORS

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NOTICE OF MEETING

COMMITTEE: **ADMINISTRATION & PERSONNEL COMMITTEE**

TIME: 9:00 a.m.

PLACE: Monroe County Justice Center
Monroe County Board Assembly Room

*(Please use the South Side/Oak Street Entrance)

112 S Court Street

Sparta, WI 54656

DATE: **Tuesday, November 13, 2018**

SUBJECT MATTER TO BE CONSIDERED

1. Call to order/Roll call
2. Next Month's Meeting Date/Time
3. Minutes approval – October 9, 2018
4. County Administrator Recruitment Process Update
5. Information Systems
 - a. Director Report
6. Personnel
 - a. Director Report
 - b. Line Item Transfer – Discussion/Action
7. County Administrator Report
8. Next Month's Agenda Items
9. Adjournment

Pete Peterson, Committee Chair

Date notices mailed: November 7, 2018

PLEASE NOTE: A quorum of the Monroe County Board or other committees may be present at this meeting. No business of the County Board or other committees will be conducted at this meeting, only the business noted above.

Administration & Personnel Committee

October 9, 2018

Present: Pete Peterson, Mark Halverson, Mary Von Ruden, Sharon Folcey, Cedric Schnitzler

Others: Jim Bialecki, Pamela Pipkin, Ed Smudde, Hannah Olsen, Andrew Kaftan

The meeting was called to order in the Monroe County Board Assembly Room at 9:00 a.m. by Chair Pete Peterson.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, November 13, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room in the Justice Center.
- Minutes Approval – Motion by Mary Von Ruden second by Mark Halverson to approve the 09/11/18 minutes. Carried 5-0.
- Minutes Approval – Motion by Sharon Folcey second by Cedric Schnitzler to approve the 08/29, 09/12 & 09/19/18 bargaining minutes. Carried 3-0.
- County Administrator Position Recruitment Process – Pete Peterson explained that the committee will select a candidate from within for Administrator and then will forward their recommendation to the full board. The floor was opened for discussion. Jim Bialecki noted that originally he had announced his retirement effective in January, but now is willing to stay through May 2019 in order to help the County through upcoming budgeting concerns. Discussion. Ed Smudde, Personnel Director provided a schedule of events to members for the upcoming recruitment process.
- Veterans Service Request for Credit Card Approval – Credit card request in the amount of \$1,000.00 for the Assistant Veteran's Service Officer. Motion by Mark Halverson second by Mary Von Ruden to approve credit card. Discussion. Carried 5-0.
- Child Support -
 - a. Pamela Pipkin provided the Child Support fiscal year performance to members.
 - b. Child Support Attorney of the Year – Andrew Kaftan, Corporation Counsel earned the Child Support Attorney of the Year award.
 - c. Resolution Supporting State Increase to County Child Support Agency Funding – Pamela Pipkin explained that the resolution would notify the state of the County's support for increase in county child support agency funding. Motion by Mark Halverson second by Sharon Folcey to approve the resolution and forward to the full board for approval. Carried 5-0.
- Personnel
 - a. Health Insurance Renewal – Ed Smudde, Personnel Director provided members with health insurance bids. The lowest bid was a 5% increase with our current provider, Quartz. Motion by Cedric Schnitzler second by Mark Halverson to approve Quartz Insurance bid at 5%. Discussion. Carried 5-0.
 - b. Resolution Authorizing Contract Settlement for the 2019-2021 Collective Bargaining Agreement Between Monroe County and the Monroe County Professional Police Association – Ed Smudde provided members with the contract settlement. Discussion. Motion by Cedric Schnitzler second by Mark Halverson to approve the resolution and forward to the full board for approval. Carried 5-0.
 - c. Ed Smudde provided the monthly Personnel Director's Report.
- Jim Bialecki provided the Monthly Administrators Report.
- The monthly expenditure report was provided to members via iPad's.
- County Board 2019 Budget – The 2019 County Board Budget was provided for review. Discussion. Budget meetings will be held on October 22nd and October 23rd. The annual meeting will be held on November 7th.
- Items for next month's agenda – Administrator Recruitment Process Update

- Motion by Mark Halverson second by Cedric Schnitzler to adjourn the meeting at 10:23 a.m. Carried 5-0.

Shelley Bohl, County Clerk
Recorder