

Administration & Personnel Committee
December 11, 2018

Present: Pete Peterson, Mark Halverson, Sharon Folcey, Cedric Schnitzler, Mary Von Ruden
Others: Jim Bialecki, Ed Smudde, Hannah Olson, John Mehtala, Deb Brandt, Bobbie Jo Moore, Pam Pipkin, Jeremiah Erickson, Andrew Kaftan

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

- Next Month's Meeting Date/Time – The next meeting is Tuesday, January 8, 2018 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mark Halverson second by Mary Von Ruden to approve the 10/31 & 11/13/18 minutes. Carried 5-0.
- Request for Line Item Transfer –
 - a. Child Support - Motion by Cedric Schnitzler second by Mary Von Ruden to approve line item transfer. 2018 line item transfer in the amount of \$100.00 for mileage. Carried 5-0.
 - b. County Board - Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Shelley Bohl, County Clerk explained the 2018 line item transfer in the amount of \$303.01 for MIFI device. Discussion. Carried 5-0.
 - c. Personnel - Motion by Cedric Schnitzler second by Mark Halverson to approve line item transfer. Ed Smudde explained the 2018 line item transfer in the amount of \$2,504.00 for grievance hearings. Carried 5-0.
- Notice of Budgetary Adjustment -
 - a. Finance/Register of Deeds - Motion by Mark Halverson second by Cedric Schnitzler to approve budget adjustment. Deb Brandt explained the 2019 budget adjustment in the amount of \$1,719.00 for wages. Carried 5-0.
 - b. Personnel/Retirement Fringe Pool - Motion by Mark Halverson second by Sharon Folcey to approve budget adjustment. Ed Smudde explained the 2018 budget adjustment in the amount of \$8,598.00 for health insurance. Carried 5-0.
- Monroe County Land Information Plan 2019-2021 – Jeremiah Erickson explained the Monroe County Land Information Plan. Current and future land information projects were explained. Discussion. Motion by Sharon Folcey second by Mary Von Ruden to approve Monroe County Land Information Plan. Carried 5-0.
- Information Systems –
 - a. Director Report – John Mehtala provided the monthly Information Systems Report
 - b. Justice Center/Human Services Updates – John Mehtala explained that Human Services has moved in. County wide phone implementation is almost complete. An update was provided regarding courtroom technology, doors and video surveillance.
- Ed Smudde provided the monthly Personnel Director's Report.
- Jim Bialecki provided the Monthly Administrators Report.
- Economic Development Contract – Jim Bialecki explained that Corporation Counsel, Andrew Kaftan is currently working on the Economic Development contract. Jim has met with our current Economic Development Coordinator, Steve Peterson.
- Monroe County Economic Development Corporation – Jim Bialecki explained that there will be a presentation at the next meeting regarding the composition, role and budget of the Economic Development Corporation.
- Modifications of County Board Rules Review – This item will be moved to next month's meeting.

- Items for next month's agenda – Economic Development Corporation Presentation at 9:00 a.m., Economic Coordinator Report, County Board Rules Review, Personnel Policy Update
- Motion by Mary Von Ruden second by Sharon Folcey to move into closed session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.
- Closed Session per WI Statutes 19.85(1)(c), Considering Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility –To discuss the recommendation for County Administrator
- Motion by Cedric Schnitzler second by Mary Von Ruden to return to open session. Peterson, Folcey, Halverson, Schnitzler and Von Ruden all voting yes.
- Chair Pete Peterson adjourned the meeting at 10:47 a.m. Carried 5-0.

Ed Smudde, Personnel Director
Recorder