

Administration & Personnel Committee  
February 19, 2019

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

Absent: Mark Halverson

Others: Jim Bialecki, Ed Smudde, John Mehtala, Steve Peterson, Hannah Olsen, Annette Erickson, Lisa Hanson

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, March 12, 2019 at 9:00 a.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by M. Von Ruden second by S. Folcey to approve the 01/08/19 minutes. Carried 4-0.
- Steve Peterson provided the monthly Economic Development Coordinator Report. Discussion regarding the development Economic Support Corporation within Monroe County.
- Request for Line Item Transfer – Ed Smudde presents need for transfer due to clearing up the final numbers for 2018 in the amount of \$12.00. – Motion by M. Von Ruden second by S. Folcey to approve the Line Item Transfer for the Personnel Department, carried on a 4-0 vote.
- Notice of Information Systems Budget Adjustment - Motion by M. Von Ruden second by S. Folcey to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$8,150.00 to carry over remaining training funds. Discussion. Carried 4-0.
- Notice of Information Systems Budget Adjustment – Motion to remove the language amend the statement to delete the additional \$40,000 of Axon and Squad Car project in October by C. Schnitzler, second by S. Folcey carried on 4-0 vote.  
  
Motion by M. Von Ruden second by S. Folcey to approve budget adjustment. John Mehtala explained the 2019 budget adjustment in the amount of \$18,022.10 to carry over remaining MyEvolv funds. Discussion. Carried 4-0.
- John Mehtala provided the monthly Information Systems Report. Discussed the Justice Center projects and Doors, Courtroom Technology, Video Surveillance, Phone Systems, and UW Extension move.
- John Mehtala provided a description of what would be available to the County with examples of other counties using a system. \$7,500 would be estimated cost, \$4,500 per year, for licensing and maintenance. Requested to be put on next month's agenda.
- Ed Smudde provided the monthly Personnel Director's Report. Ed presented the results of an employee engagement survey.
- Personnel Policy Manual Changes – E. Smudde summarizes that the ID card system will be switched from Emergency Management to the Personnel Department. Motion to approve resolution by C. Schnitzler, second by S. Folcey, and approved by 4-0 vote.
- Early Retiree Insurance, Eligibility to remain in the Health Insurance Group – E. Smudde discussed the current situation and who was eligible as retirees per our insurance plan. No further action.
- C.N.A. Education – E. Smudde discussed other options available for those looking for CNA certification.
- Process of Filling the County Treasurer Position Midterm – A. Erickson recommended appointment of the current Deputy in the Treasurer's Department. Committee decided that interviewing the recommended candidate will take place at the March 12, 2019 Admin and Personnel Committee Meeting within a closed session.
- CLOSED SESSION – Not needed.

- Jim Bialecki provided the Monthly Administrators Report.
- Countywide Cell Phone Provider Contract – L. Hanson presented the County Contract and policy was circulated to committee members.
- Items for next month's agenda – IT Website Demo – Discussion, County Administrator Evaluation, Steve Peterson Economic Development Report, IS Director Report, Maintenance Dept. Report.

Cedric – Left meeting at 11:15 a.m.

- Motion by S. Folcey second by M. Von Ruden to adjourn meeting at 11:22 a.m. Carried 3-0.

Ed Smudde, Personnel Director  
Recorder