

Administration & Personnel Committee  
July 14, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden  
Others: Tina Osterberg, Ed Smudde, Andrew Kaftan, Wes Revels, Cedric Schnitzler, Charles Weaver, Deb Brandt, Pamela Pipkin, Hannah Olsen, Adrian Lockington, Diane Erickson, Garrett Jerue – Corporate Insurance Specialist – The Insurance Center, Stephen Hansen – Regional Vice President - Pareto Captive Services

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 Tuesday, August 11, 2020 at 9:00 a.m. in the Monroe County Board Assembly Room. The committee agreed to flex the meeting times for September, October and November to accommodate and assure full attendance of committee members.
- Minutes Approval – Motion by Sharon Folcey second by Mark Halverson to approve the June 9, 2020 minutes. Carried 5-0.
- Monroe County Board and Committee Rules Review – Andrew Kaftan, Corporation Counsel was present. Rule 5 was explained. Some of the items discussed: updating the number of signatures required, submission of the resolution to the Chair and Clerk, Corporation Counsel to be the drafter of the resolution, presenter of the resolution to attend committee meeting, resolution to be presented also to the finance committee. It was a consensus of the committee to draft a resolution regarding Rule 5 to be presented next month.
- County Board request for line item transfer – Motion by Mark Halverson second by Mary Von Ruden to approve line item transfer. Tina Osterberg, County Administrator explained the 2020 request in the amount of \$1,400.00 for telephone and virtual conference equipment. Discussion. Carried 5-0.
- Register of Deeds and Veterans Service Office, Honor Rewards Program – Deb Brandt explained the Veterans Honor Rewards Program to include Veteran and business participation. The link can be found on the Monroe County website under the Register of Deeds Department.
- Pamela Pipkin provided the Child Support Director Report.
- Tina Osterberg, County Administrator provided an overview of the Information Technology Department.
- Personnel
  - a. Health Insurance Financial Review – Ed Smudde provided an overview of health insurance. Ed explained that the county is currently looking at options. An option of self-insurance was presented by Garrett Jerue, Corporate Insurance Specialist from the Insurance Center. It was a consensus of the committee to look further into self-insurance. A resolution will be drafted and presented next month.
  - b. Health Insurance Coverage Policy Language – Ed Smudde explained that 11 consecutive days worked is currently required to be covered for the entire month of insurance. It is estimated that approximately \$54,000.00 annually would have to be budgeted if the date would be changed.
  - c. Ed Smudde provided the Personnel Department Budget.
  - d. Ed Smudde provided the Personnel Director Report.
- County Clerk Election Machine Upgrades – Shelley Bohl, County Clerk explained that election machines will be at the end of useful life January 1, 2023. Currently municipalities are looking at the options of optical scan and touch screen machines. The current cost of an optical scan machine is \$8,440.00. If municipalities buy into a summer order, machines will cost \$6,600.00. Savings of over \$1,840.00 per machine. The county will be paying the upfront cost to receive the multi-machine discount, municipalities will be reimbursing the full amount to the county. The in and out of the purchases will occur in the budget beginning in 2021 and 2022 for those municipalities that wish to split the cost between years.
- Administrator
  - a. Tina Osterberg provided the Monthly Administrators Report.
  - b. Tina Osterberg provided the Administrator Department Budget Report.

- Website Photo Contest – Tina Osterberg, County Administrator explained the current status of the new county website. Adrian Lockington explained the photo contest for Monroe county employees. The Administrative & Personnel Committee will be going through photos and choosing winners at the August 11<sup>th</sup> meeting.
- Next Month's Agenda Items – Resolution Authorizing Self Insurance for Monroe County Health Insurance; Monroe County Board and Committee Rules Review; Resolution Amending Monroe County Board Committee Rule #5-Discussion/Action; Website Photo Contest; Department Budgets.
- Wallace Habegger adjourned the meeting at 11:56 a.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder