

Administration & Personnel Committee  
September 8, 2020

Present: Wallace Habegger, Sharon Folcey, Mark Halverson, Brett Larkin, Mary Von Ruden  
Others: Tina Osterberg, Cedric Schnitzler, Charles Weaver, Adrian Lockington, Rick Folkedahl, Andrew Kaftan, Ed Smudde, Hannah Olsen, Pamela Pipkin, Deb Brandt, Members of the public

The meeting was called to order in the Monroe County Board Assembly Room at 12:00 p.m. by Chair Wallace Habegger.

- Next Month's Meeting Date/Time – The next meeting is Tuesday, October 13, 2020 at 12:00 p.m. in the Monroe County Board Assembly Room.
- Minutes Approval – Motion by Mary Von Ruden second by Sharon Folcey to approve the August 11, 2020 minutes. Carried 5-0.
- Line Item Transfers –
  - a. County Board – Motion by Mark Halverson second by Sharon Folcey to approve line item transfer. Tina Osterberg, County Administrator explained the 2020 line item transfer in the amount of \$1,100.00 for meeting rent expenditures due to COVID. Carried 5-0.
  - b. Veterans Service – Motion by Mary Von Ruden second by Mark Halverson to approve line item transfer. Charles Weaver, Veteran's Service Officer explained 2020 line item transfer in the amount of \$550.00 for software program. Carried 5-0.
- Budget Adjustments –
  - a. Veterans Service – Motion by Mark Halverson second by Brett Larkin to approve budget adjustment. Charles Weaver, Veteran's Service Officer explained the 2020 budget adjustment in the amount of \$1,500.00 for software. Discussion. Carried 5-0.
  - b. County Clerk/Elections – Motion by Sharon Folcey second by Mark Halverson to approve budget adjustment. Shelley Bohl, County Clerk explained the 2020 budget adjustment in the amount of \$211,200.00 for new election machines due to the increase in absentee ballots related to the COVID-19 pandemic. Discussion. Carried 5-0.
- Child Support –
  - a. Pamela Pipkin presented the 2021 Budget and answered questions.
  - b. Pamela Pipkin provided the monthly Child Director Report.
- Register of Deeds, Bulk Sales of Documents (Monarch) – Deb Brandt, Register of Deeds explained that the current rate for bulk sales is .25 per image. The new 2021 rates will be .28 per image for bulk sales. Discussion. The department's expenses are covered through this rate. Motion by Mark second by Mary Von Ruden to increase bulk sales of documents from .25 to .28 per image beginning January 2021. Carried 5-0.
- Resolutions
  - a. Resolution in Support of the Commitment to Veterans Support and Outreach Act – Motion by Brett Larkin second by Mark Halverson to approve resolution and forward to the full board for approval. Charles Weaver explained support for the Commitment to Veterans Support and Outreach Act. Discussion. Carried 5-0.
  - b. Resolution Declaring State of Emergency in Monroe County due to the COVID-19 Pandemic – Resolution 03-20-01 Declaring State of Emergency in Monroe County Due to the COVID-19 Pandemic was provided to members. It was noted that the resolution would remain in effect for six months unless rescinded or extended by further Monroe County Board action, this date is September 19, 2020. Considerations of the expiration of the resolution are as follows:
    - If the State is not currently acting under a State of Emergency, should the county extend?
    - Personnel COVID-19 Policy
    - Board Rules regarding voting, per-diems for virtual attendance during the pandemicIt was a consensus of members not to extend the State of Emergency. Discussion. Motion by Brett Larkin second by Mark Halverson to extend Personnel COVID-19 policies through 12/31/20 allowing the Administrator and Personnel Director the authority to amend policies. Discussion. Carried 5-0. Board rules regarding voting, per-diems and virtual attendance during the pandemic will be discussed next month.

- Richard Folkedahl provided the Information Technology Director Report
- Ed Smudde provided the Personnel Director Report.
- Tyler Technologies Financial Software Contract – Tina Osterberg, County Administrator provided members with Tyler Technologies Contract Renewal. This would be a one year contract extension. Discussion. Motion by Mark Halverson second by Sharon Folcey to approve one year contract extension in the amount of \$166,969.00. Carried 5-0.
- Tina Osterberg provided the Monthly Administrators Report.
- Next Month's Agenda Items – Child Support Line Item Transfer, COVID-19/Board rules regarding voting, per-diems and virtual attendance during a pandemic, Ethics Code Review-Discussion/Action; Health & Dental Insurance Update
- Motion by Mary Von Ruden second by Mark Halverson to adjourn the meeting at 1:47 p.m. Carried 5-0.

Shelley Bohl, Monroe County Clerk  
Recorder