



# Administrative Services Committee Meeting Minutes

Tuesday, January 10, 2023

The Administrative Services Committee of Calumet County was called to order on Tuesday, January 10, 2023, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

## 1 ROLL CALL

**Committee Members Present:** Merlin Gentz, Chair; Supervisors Ronald Dietrich, Chad Doran, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**Staff and others present:** Alice Connors, County Board Chair; John Anderson, IT Director; Brett Bowe, Sheriff; Beth Hauser, County Clerk; Adam Hernke, Facilities Director; David Maccoux, Finance Director; Matt Payette, Director of Operations; Todd Romenesko, County Administrator; Bernie Sorenson, Emergency Management Director; and Kimberly Tenerelli, Corporation Counsel.

## 2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## 3 APPROVAL OF AGENDA

**Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to approve the agenda. Motion carried unanimously.

## 4 APPROVAL OF MINUTES

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the December 13, 2022 Meeting Minutes as presented. Motion carried unanimously.

## 5 SPECIAL BUSINESS

- a)
  - **Review and approve Hickory Meadows Landfill Siting Resolution - Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward it to the full county board at its January meeting. Motion carried unanimously.

## 6 DEPARTMENTAL REPORTS

### a) DEPARTMENT OF ADMINISTRATION

- **Discuss Strategic Planning Session with County Board and Department Heads** - The Administrative Services Committee is the primary committee for strategic plan updates. We will be holding a workshop at January CB meeting and the plan will be updated annually. We will continue with the four primary

goals as outlined in the current plan, and will add items to the plan for 2023. The strategic plan guides what we do as a county.

- **Review 2022 4th Quarter ARPA Report** - David Maccoux and Matt Payette updated the Committee on the status of the ARPA funds that were expended. The County has obligated 83% of the ARPA budget, with 17% remaining. 10 projects have been completed to date. 17 projects are in process.
- **Hiring update** - Todd updated the Committee on recent hires to the County: Behavioral Health Therapist, Economic Development Director, HHC/Hospice Quality & Infection Control Coordinator, Highway Maintenance Technician, Nutrition Educator and Dispatcher (Casual).

**b) FINANCE DEPARTMENT**

- **Review and approve budget amendment for the PEHP transferr - Moved** by Supervisor Schwalenberg and seconded by Supervisor Irwin to make the transfer as presented. Motion carried unanimously.

**c) INFORMATION TECHNOLOGY**

- **Keyless Access Project Update** - signed contract on Dec. 15, started work on January 3. Looking at approximately 100 doors.
- **Microsoft Office 365 Project Update** - four phases - the first two phases of the project are completed and work is in progress on phases three and four, hoping to finalize by end of year.

**7 NEXT REGULAR MEETING DATE**

February 14, 2023 at 8:30 AM

**8 CLOSED SESSION**

At 9:08 AM, **moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to go into Closed Session according to § [19.85\(1\)\(e\)](#) Wis. Stats. for conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for discussion regarding education contracts. Roll call vote was taken and motion carried unanimously.

**9 ADJOURNMENT**

Chair Gentz adjourned the meeting at 10:30 AM.