

Administrative Services Committee Meeting Minutes

Tuesday, January 12, 2021

The Administrative Services Committee of Calumet County was called to order on Tuesday, January 12, 2021, at 8:30 AM, in WebEx virtual, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Staff and others present: County Board Chair, Alice Connors; County Administrator, Todd Romenesko; IT Director, John Anderson; County Clerk, Beth Hauser; Community Economic Development Director, Mary Kohrell; Business Systems Analyst and Communications Manager, Matt Payette; County Treasurer, Mike Schlaak; Corporation Counsel, Kimberly Tenerelli; and Sheriff, Mark Wiegert.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Barribeau and seconded by Supervisor Schwalenberg to approve the agenda as amended to move Item 7.2.3 ahead of Review of the 2020 Strategic Plan Accomplishments. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the September 8, 2020 meeting and September 28, 2020 budget review meeting as presented. Motion carried unanimously.

5 DEPARTMENTAL REPORTS

a) CORPORATION COUNSEL

1. **Review and approve ordinance to amend the County Code of Ordinances Amending Chapter 2, Administration relating to records retention** - **moved** by Supervisor Stier and seconded by Supervisor Barribeau to approve the ordinance as presented and to move to the full County Board at its January meeting for approval. Motion carried unanimously.

b) DEPARTMENT OF ADMINISTRATION

1. **Discuss the annual performance evaluation of the County Administrator** - the Strategic Plan will be used as work tool for the evaluation. Information will be provided to the County Board regarding the evaluation at the January County Board Meeting.

2. **Review the 2020 Strategic Plan Accomplishments** - department heads in attendance provided input as to strategic plan accomplishments during 2020. A copy of the document is in the file and made a part of the record.

3. **Discuss and approve premium pay for the IT and Maintenance Departments** - Network

Technician and Desktop Support Specialist are on call on weekends - suggest \$126 weekly premium when on-call. Maintenance worker and janitor relief maintenance position are on call on some weekends and suggest \$40 weekly on-call premium when needed. **Moved** by Supervisor Stier and seconded by Supervisor Dietrich to approve the premium pays as presented. Motion carried unanimously.

4. **COVID-19 update** - working on employee policy for 2021; reviewing 2020 policies to see what needs updating. Evaluating policy from vaccine standpoint and strongly encouraging employees to get the vaccine (especially essential workers). Our health department is an approved vaccinator. There are different tiers of when people can get the vaccine, which is determined by federal and state government.

5. **Review of draft IT Steering Team Charter** - provided for information only.

6. **Building Projects update** - see attached. Also starting construction in existing courthouse (judges/circuit court/district attorney area) today.

7. **Hiring update** - see attached.

[Jail construction update january](#)

[Hiring Updates](#)

c) **FINANCE DEPARTMENT**

Review and approve the resolution re-affirming the County's continuation of Self-Insurance for workers compensation - moved by Supervisor Barribeau and seconded by Supervisor Stier to approve and forward to the full County Board at its January meeting. Motion carried unanimously.

Review and approve the resolution authorizing the Administrative Services Committee to settle claims not to exceed \$10,000 - moved by Supervisor Barribeau and seconded by Supervisor Stier to approve and forward to the full County Board at its January meeting. Motion carried unanimously.

Review and approve the annual budget transfer for the conversion of paid time off (PTO) to the Post Employment Health Plan (PEHP) Trust - moved by Supervisor Stier and seconded by Supervisor Barribeau to approve as presented. Motion carried unanimously.

Review the 3rd Quarter 2020 General Fund Account Status Report - provided with Agenda packet - general discussion.

Review the Investment Report(s) - provided with Agenda packet - general discussion.

d) **INFORMATION TECHNOLOGY**

John Anderson, IT Director, reviewed the following items with the Committee:

1. **Wisconsin Elections Commission (WEC) Grant**

* Penetration / Vulnerability Test - completed in 2020 - no critical vulnerabilities found; vendor not able to breach system from outside. Couple low risk items found and were already addressed.

* Email Filter Replacement - MimeCast - should see less spam in email.

2. **Desktop Support Specialist Opening** - offer was declined by chosen person; will be interviewing in a couple of weeks and hopefully position will be filled in February.

3. **IT projects update** - Citrix update; self-service password reset (external); new PC rollouts for 2021 starting soon; data center will be moved to lower portion of courthouse as part of new jail project.

e) **COUNTY TREASURER**

1. **Review and approve a resolution amending the 2021 Budget for the WEDC Site Assessment Grant** - moved by Supervisor Barribeau and seconded by Supervisor Schwalenberg to approve the resolution and to forward to the full County Board at its January meeting. Motion carried unanimously.

2. **Update 2017 tax foreclosure process** - there are 32 properties that remain unpaid.

3. **Update on property previously acquired through tax foreclosure process** (N3503 Hwy 55 – T. Stockbridge) - getting closer to having property ready for sale; waiting for acceptance of

contract for abatement of asbestos; possibility of using property for fire training after all hazards have been removed.

4. **Update/potential approval of winning bid on sale of County owned property** (Paramount Drive – V. Stockbridge)- Wisconsin Surplus Auction ending 1/11/2021 - no bids were received. New auction will end on February 8 and this item will be put on agenda again for possible approval.

6 NEXT REGULAR MEETING DATE

February 9, 2021 at 8:30 AM

7 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:24 AM.

Jail construction update

January

- Roof is water tight. metal edging to be finished by end of January
- 95% steel studs framed
- 60% drywalled with some areas ready to be painted.
- 10% of masonry walls are painted
- Walk in Fridge and Freezer are installed in kitchen
- Kitchen exhaust hood is installed
- Data wiring will start to be installed
- 95% exterior brick finished
- All interior masonry in the addition will be done by end of January
- 75% of detention frames are installed
- Plumbing rough ins will be 100% done by end of January
- Starting construction in existing courthouse week of January 11. Construction will be starting in Judges area and then moving into the clerk of courts and D.A. area.

Hiring Updates

Sourcing/Accepting Applications (Open until filled, unless noted):

Full-time/Part-time:

- Behavioral Health Therapist
- Correctional Officer (Female) (2 Positions) – 2/8/21
- Finance Director
- Physical Therapist (Birth to 3 Program)
- *Casual:*
- Highway Maintenance Worker (LTE)
- Meal Site Manager (PT)
- Psychiatric Nurse (Casual)
- **Interviews:** (May be scheduling for an interview, but still sourcing/accepting applications)
- *Full-time/Part-time:*
- Behavioral Health Therapist – TBD
- Desktop Support Specialist – 1/18/21 & 1/20/21
- Director of Planning, Zoning and Land Information – 1/21/21 & 1/22/21
- Human Services Worker (Family Services Unit) – 1/8/21 & 1/19/21
- Human Services Worker (Family Services Unit) – 1/8/21 & 1/19/21

Reference Check/Offer Being Extended, Background & Pre-employment Checks:

Full-time/Part-time:

- Maintenance Worker
- Public Health Nurse (PT - .8 FTE)
- Physical Therapist (Birth to 3 Program)
- *Casual:*
- Correctional Officer (Certified) (Male) – 1/12/21

Hired:

Full-time:

- Correctional Officer (Male) – 1/11/21
- Dispatcher – 12/30/20
- Highway Maintenance Worker – 12/14/20
- HHC/Hospice RN – 12/21/20
- HHC/Hospice Supervisor – 1/11/21
- Naturalist Assistant – 2/1/21
- Secretary (Floater) – TBD

Casual:

- Contact Tracer (LTE) (2 Positions) – 12/11/20 & 12/28/20
- Highway Maintenance Worker (LTE/Casual) (2 Positions) – 1/6/21
- Hospice Social Worker (Casual) – 1/14/21