

Administrative Services Committee Meeting Minutes

Tuesday, August 11, 2020

The Administrative Services Committee of Calumet County was called to order on Tuesday, August 11, 2020, at 8:30 AM, in Room 025, Calumet County Courthouse, 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; Interim IT Director, John Anderson; Finance Director, Dan De Bonis; County Clerk, Beth Hauser; Facilities Director, Adam Hernke; County Administrator, Todd Romenesko; HR Director, Michelle Wright; and Bryan Grunewald from Clifton, Allen, Larson (CLA).

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

Moved by Supervisor Barribeau and seconded by Supervisor Stier to approve the agenda as presented. Motion carried unanimously.

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Stoffel to approve the minutes of the July 14, 2020 Meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Connors reported that the East Central Wisconsin Regional Planning Commission named Melissa Kraemer-Badtke as the new Director.

6 DEPARTMENTAL REPORTS

a) FINANCE DEPARTMENT

- Bryan Grunewald of Clifton, Allen, Larson (CLA) presented the 2019 Audited Financial Statements to the Committee. The 2019 Audited Financial Reports are in the file and made a part of the record. (Not attached due to size of files but are available for viewing in the County Clerk's Office.)

Bryan Grunewald left the meeting at 9:07 AM

- Dan De Bonis reviewed the 2nd Quarter General Fund Account Status Reports with the Committee. The reports were provided with the agenda packet and are made a part of the record.

- Dan reviewed the July Investment Report with the Committee. A copy is attached and made a part of the record.

[July 2020 Investment Report](#)

b) DEPARTMENT OF ADMINISTRATION

- Todd Romenesko, County Administrator, updated the Committee on Information Technology Department Operations and Structure: John Anderson has been promoted to Information Technology Director. Rorick Olson will be promoted to Systems Administrator. The Department of Administration will continue looking at overall structure of the IT Department for the future.
- Adam Hernke, Facilities Director, provided the building projects update - the report is attached and made a part of the record.
- Michelle Wright, Human Resources Director, provided the hiring update - the report is attached and made a part of the record.

[August 2020 construction update](#)

[Hiring Update.8-11-20 Administrative Services Committee Meeting](#)

c) REGISTER OF DEEDS

- The Register of Deeds Statistical Report was provided with the agenda packet. It has been made a part of the record.

7 NEXT REGULAR MEETING DATE

September 8, 2020 at 8:30 AM

8 ADJOURNMENT

The meeting was adjourned at 9:33 AM.

CALUMET COUNTY
 INVESTMENT REPORT
 July 31, 2020

General Investments			Int	
Financial Inst.	Dated	Due	Rate	Amount
Nicolet National Bank - MM Acct		Jul. Rate	0.05%	145,520.45
Nicolet National Bank - ICS Account		Jul. Rate	0.10%	3,552,659.63
Local Gov Invest Pool		Jul. Rate	0.14%	21,365,415.54
Associated Bank MM Acct*		Jul. Rate	0.15%	1,036,962.25
BMO CDBG Planning Grant		Jul. Rate	0.00%	100.00
BMO Savings Account*		Jul. Rate	0.20%	368,501.46
BMO Harris Financial Advisors		Jul. Rate	1.35%	6,690,557.05
Sub-Total General Investments				<u>\$ 33,159,716.38</u>
Bond Proceed Investments				
BMO Harris Savings Account*		Jul. Rate	0.17%	2,694,920.23
Sub-Total Bond Investments				<u>2,694,920.23</u>
Total County Investments				<u><u>\$ 35,854,636.61</u></u>
County Sales Tax Collections**		Year To Date		\$ 2,434,083.47

* Collateralized investment

** Represent a cash basis collection

August 2020 construction update

Jail project

- Roof sections are being installed on northern parts of building
- Installing spancrete ceiling in last of the jail cells and last of the vertical spancrete sections
- Floor in sally port will soon be ready to pour
- Masons are building block walls in the kitchen and basement portions of building
- Crews are installing metal grating behind cells for second floor of maintenance chases.
- Iron workers are setting beams and laying down steel decking for Sheriff's office area over Evidence storage.

Third Floor

- Base molding is being installed
- Rotunda's glass frame work is being painted and then the glass can be installed
- Reception desk is 85% finished
- Half of the new furniture has been delivered and installed

Hiring Update - August 11, 2020

Sourcing/Accepting Applications (*Applicant sourcing continues throughout the entire hiring process for all positions unless a specific sourcing end-date is noted.*)

- Home Health Care/Hospice Supervisor
- Physical Therapist (Birth to Three)
- Police School Liaison Officer - posted for internal applicants only through 8/5/20

Interviewing:

- Finance Director - Interviews on 8/13/20 & 8/21/20
- Human Services Professional (Child Welfare Unit) – Interviews pending for week of 8/17/20
- Police School Liaison/Court Security Officer (applicant sourcing closed) – Interviews on 8/17/20
- Secretary (HHSD) (LTE) – Interview dates TBD

Checking References/Offers Pending/Background & Pre-employment Checks in Progress:

- Human Services Professional (Child Welfare Unit)
- Public Health Nurse (LTE)
- HHC/Hospice RN (Casual)
- Hospice Nurse Practitioner (Casual)
- Dispatcher (Certified) (Casual)
- Correctional Officer (Certified) (Casual) (Female)

Closed/Hired:

- Human Services Professional (Family Services Unit) – start date TBD
- Correctional Officer (Certified) (Casual/Part-time) – start date 8/17/20
- Human Services Professional (Child Welfare Unit) – start date 8/17/20
- Human Services Professional (Information & Assistance) – start date 8/10/20
- Legal Assistant (LTE) – start date 8/4/20
- Secretary (HHSD) (LTE) – start date 8/4/20
- Van Driver (PT) – start date 8/4/20
- ADRC Supervisor – start date 8/4/20
- Child Welfare Supervisor – start date 7/20/20

Note: Behavioral Health Therapist recruitment on hold due to COVID-19