

The Administrative Services Committee of Calumet County was called to order on Tuesday, September 8, 2020, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

1 ROLL CALL

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

Staff and others in attendance: Board Chair Alice Connors; County Administrator Todd Romenesko; Finance Director Dan De Bonis; Corporation Counsel Kimberly Tenerelli; Human Resources Director Michelle Wright; IT Director John Anderson; Facilities Director Adam Hernke; Community Economic Development Director Mary Kohrell; Sheriff Mark Wiegert (left at 9 AM) and County Clerk Beth Hauser.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the minutes of the August 11, 2020 Meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Dietrich reported on upcoming WCA virtual meetings.

6 DEPARTMENTAL REPORTS

a) **DEPARTMENT OF ADMINISTRATION**

- **Building Projects Update** - see attached report
- **Milestone Recognition and Employee Appreciation Program Update** - Michelle Wright reported that after meeting with several groups of employees, a new program for recognition will be rolled out in the near future.
- **Hiring Update** - see attached report

[September building update](#)

[Hiring Update.9-4-20 for 9-8-20 Administrative Services Committee Meeting](#)

b) **FINANCE DEPARTMENT**

- **Review and approve the resolution amending the 2020 budget for the Wisconsin Department of Justice Drug Trafficking Response grant in the amount of \$24,517 - moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution and forward to the full County Board at its September meeting for action. Motion carried unanimously.
- **Review and approve the maintenance department's request to reallocate \$20,000 from the courthouse roofing project to the 3rd floor renovation project - moved** by Supervisor Schwalenberg and seconded by Supervisor Stoffel to approve the request as presented. Motion carried unanimously.
- Dan De Bonis provided an update on the 2020 Bonding Program. The County's AA+ rating was reaffirmed at the rating call, but Dan warned the Committee that may not be the case for future borrowing due to many different factors, including economical debt outlook and the risks related to COVID-19.
- Dan reviewed the Investment Report with the Committee. Total County Investments as of August 31, 2020 were \$26,389,339.57. Total County Sales Tax Collections were \$2,817,459.07.

[August Investment Report](#)

c) **ECONOMIC DEVELOPMENT**

- **Review and approve the CDBG Resolution in support of fair housing - moved** by Supervisor Stier and seconded by Supervisor Dietrich to approve the resolution and to forward it to the full County Board at its September meeting for action. Motion carried unanimously.
- **Review and approve the Resolution Authorizing Calumet County support for the City of Appleton EDA Grant Application addressing economic injury to the tourism industry - moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward it to the full County Board at its September meeting for action. Motion carried unanimously.

d) **COUNTY CLERK**

- **Review and approve resolution amending the 2020 Budget for the Help America Vote Act grant in the amount of \$46,573 - moved** by Supervisor Stier and seconded by Supervisor Stoffel to approve the resolution and to forward it to the full County Board at its September meeting for action. Motion carried unanimously.
- Beth Hauser discussed a grant opportunity through the Center for Tech and Civic Life for COVID-19 related election expenses.
- Beth updated the Committee on the status of the two lawsuits pending for the November election and the statutory deadline of September 16 to have ballots printed.

7 NEXT REGULAR MEETING DATE

October 13, 2020 at 8:30 AM

8 ADJOURNMENT

Chair Gentz adjourned the meeting at 9:28 A.M.

September building update

Third Floor

- Working of paint final touchups
- All baseboards are installed except one storage room
- County staff has started final cleaning in certain offices
- Planning on moving employees up to third floor starting September 15

L.E.C

- The steel and decking are going up for the mechanical mezzanine
- Pouring foundations walls against current structure
- In the basement they will be cutting in the secure corridor in the back of 025
- Continually working on the walls that separate the cell blocks
- Pouring cell block floors

Hiring Update - September 8, 2020

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

Full-time/Part-time:

- Correctional Officer (Full-time) (Female) – Interviews also being scheduled
- Highway Maintenance Worker – Interviews also being scheduled
- Human Services Professional (Long-term Support – Children’s Long-term Support Waivers)
- Physical Therapist (Birth to 3 Program)
- Home Healthcare and Hospice Supervisor

Casual:

- Dispatcher (Certified) (Casual/Part-time)
- Psychiatric Nurse (Casual)
- Van Driver

Interviews:

Full-time/Part-time:

- Correctional Officer (Female) – 9/11/20
- Highway Maintenance Worker - TBD
- Investigator – 9/8/20

Casual:

- Secretary (HHSD) LTE – 9/3/20 & 9/8/20

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

Full-time/Part-time:

- Finance Director
- Human Services Professional (Child Welfare Unit)
- Home Healthcare/Hospice Supervisor

Casual:

- HHC/Hospice RN (Casual) (2 Positions)
- Hospice Nurse Practitioner (Casual)
- Nutrition Educator (Casual)

Hired:

- Contact Tracer (LTE) – 8/18/20
- Correctional Officer (Female) – 8/17/20
- Correctional Officer (Certified) (Casual) (Female) – 9/10/20
- Human Services Professional (Child Welfare Unit) (2 Positions) – 8/17/20, 8/31/20
- Human Services Professional (Family Services Unit) – TBD
- Police School Liaison Officer – 9/1/20
- Police School Liaison/Court Security Officer – 9/1/20
- Public Health Nurse (Part-time) (LTE) (3 Positions) – 8/26/20, 9/2/20, 9/8/20

Dept./Division	Position	Status	Step of Process	DOH
FINANCE				
	Finance Director	FT	Background Check	
HEALTH				
	Contact Tracer	PT - LTE	Hired	8/18/20
	HHC/Hospice RN (2 Positions)	Casual	Background Check	
	HHC/Hospice Supervisor	FT	Reference Checks	
	Hospice Nurse Practitioner	Casual	Background Check	
	Nutrition Educator	Casual	Background Check	
	Public Health Nurse (LTE) (3 Positions)	PT- LTE	Hired	8/26/20, 9/2/20, 9/8/20
	Secretary (HHSD) (LTE)	FT	Interviews – 9/3/20 & 9/8/20	
HIGHWAY				
	Highway Maintenance Worker	FT	Sourcing & Interviews - TBD	
HSD				
	Human Services Professional (CWU) (3 Positions)	FT	Background Check & Hired	8/17/20, 8/31/20
	Human Services Professional (FSU)	FT	Hired	TBD
	Human Services Professional (Long-term Support – Children’s Long-term Support Waivers	FT	Sourcing	
	Physical Therapist (Birth to Three)	FT	Sourcing	
	Psychiatric Nurse	Casual	Sourcing	
	Van Driver	PT	Sourcing	
SHERIFF				
	Correctional Officer (Certified) (Female)	Casual	Hired	9/10/20
	Correctional Officer (Certified) (Female) (2 Positions)	FT	Sourcing & Interviews – 9/11/20 & Hired	8/17/20
	Dispatcher (Certified)	Casual	Sourcing	
	Investigator	FT	Interview – 9/8/20	
	Police School Liaison Officer	FT	Hired	9/1/20
	Police School Liaison/Court Security Officer	FT	Hired	9/1/20

CALUMET COUNTY
 INVESTMENT REPORT
 August 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		Aug.	Rate 0.13%	13,332,746.86
Associated Bank MM Acct*		Jul.	Rate 0.15%	1,036,962.25
BMO CDBG Planning Grant		Aug.	Rate 0.00%	100.00
BMO Savings Account*		Aug.	Rate 0.20%	368,563.89
BMO Harris Financial Advisors		Jul.	Rate 1.35%	6,690,557.05
Sub-Total General Investments				<u>\$ 25,127,110.13</u>
Bond Proceed Investments				
BMO Harris Savings Account*		Aug.	Rate 0.20%	1,262,229.44
Sub-Total Bond Investments				<u>1,262,229.44</u>
Total County Investments				<u><u>\$ 26,389,339.57</u></u>
County Sales Tax Collections**		Year To Date		\$ 2,817,459.07

* Collateralized investment

** Represent a cash basis collection