



# Administrative Services Committee Meeting Minutes Monday, September 28, 2020

The Administrative Services Committee of Calumet County was called to order on Monday, September 28, 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, Merlin Gentz, Hope Karth, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**County Board Members Present:** Matthew Budde, Alice Connors, Ken Draheim, Scott Handschke, Judith Hartl, Mike Hofberger, Ken Irwin, Nick Kesler, Ed Kleckner, Joe Mueller, Duaine Stillman and Emily Voight.

**County Board Member excused:** Marilyn Schuh

**County Board Member absent:** Jim Wyngaard

**Staff present:** John Anderson, Adam Backus, Dan De Bonis, Brian Glaeser, Adam Hernke, Beth Hauser, Mary Kohrell, Matt Payette, Tony Reali, Todd Romenesko, Mike Schlaak, Kimberly Tenerelli, Mark Wiegert and Michelle Wright.

## 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 presented. Motion carried unanimously.

## 4 SPECIAL BUSINESS

- a) **Review and Approve position description of Business Systems Analyst and Communications Manager in the Department of Administration. Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the position description of Business Systems Analyst and Communications Manager as presented. Motion carried unanimously.
- b) **Review and Approve Resolution Eliminating 1.0 Full-time Equivalent (FTE) Public Safety Applications Administrator in the Information Technology Department and Replacing Said Position with 1.0 FTE Business Systems Analyst and Communications Manager Position in the Department of Administration Effective Upon Approval. Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the

resolution as presented and to forward to the full County Board at its November meeting for action. Motion carried unanimously.

- c) **Review and Approve Resolution Creating 1.0 Full-time Equivalent (FTE) Home Healthcare and Hospice Quality and Infection Control Coordinator in the Calumet County Health and Human Services Department Effective Upon Approval. Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution as presented and to forward to the full County Board for action. Motion carried unanimously.
- d) **Review and Approve Resolution Eliminating 1.0 Full-time Equivalent (FTE) Network Administrator and Replacing Said Position with 1.0 FTE Network Technician in the Information Technology Department Effective Upon Approval. Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the resolution as presented and to forward to the full County Board for action. Motion carried unanimously.
- e) The County Administrator and the Finance Director presented the 2021 Budget Proposal to the Committee for review and discussion. The 2021 Budget will be approved at the November 2, 2020 annual County Board meeting.

[2021 Proposed Budget](#)

- f) **Review and Approve the salary grade change of the Behavioral Health Division Manager in the Health and Human Services Department effective January 1, 2021. Moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to approve the salary grade change as presented. Motion carried unanimously.
- g) **Review and Approve Resolution Creating 1.0 Full-time Equivalent (FTE) GIS Specialist in the Calumet County Planning, Zoning, and Land Information Department Effective December 6, 2021. Moved** by Supervisor Stier and seconded by Supervisor Dietrich to approve the resolution as presented and to forward to the full County Board for action. Motion carried unanimously.

**5 NEXT REGULAR MEETING DATE**

October 13, 2020 (if necessary)

**6 ADJOURNMENT**

Chair Gentz adjourned the meeting at 10:40 AM.