

**MINUTES OF
ADMINISTRATIVE SERVICES COMMITTEE
Tuesday, January 9, 2018
8:30 A.M.**

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Mary Schwalenberg, Patrick Laughrin, and Pete Stier

Committee Member Excused: Robert Stanke

Others Present: Alice Connors, County Board Chair; Dan De Bonis, Finance Director; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Howard Mezera, Information Services; Mary Kohrell, Community Economic Development Director; Judy Dietrich, citizen; and Beth A. Hauser, County Clerk.

Chair Gentz called the meeting to order at 8:30 A.M.

The meeting was properly announced and the Pledge of Allegiance was recited.

APPROVAL OF AGENDA:

Moved by Supervisor Barribeau and seconded by Supervisor Laughrin to approve the agenda as amended to remove approval of minutes and review of strategic plan. Motion carried unanimously.

PUBLIC PARTICIPATION:

There was no public participation.

REPORT OF COMMITTEE MEMBERS:

- Supervisor Laughrin reported on the upcoming Legislative Exchange.
- Chair Gentz provided an updated handout of performance review procedures for the County Administrator.

COMMUNICATIONS:

There were no communications.

SPECIAL BUSINESS:

The Committee reviewed a draft resolution ratifying the 2018 Collective Bargaining Agreement between Calumet County and the Deputy Sheriff's Association. General discussion. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward to the full County Board at its January meeting for action. Motion carried unanimously.

REPORT OF DEPARTMENTS:

FINANCE

1. Dan De Bonis, Finance Director, reviewed a draft resolution authorizing the Administrative Services Committee to settle accounts not to exceed \$10,000. **Moved** by Supervisor Dietrich and seconded by Supervisor Barribeau to approve the resolution and to forward it to the full County Board at its January meeting for action. Motion carried unanimously.
2. Dan provided the Investment Report for the period ending December 31, 2017. Total County Investments were \$12,708,386.05. A copy of the report is in the file and made a part of the record.

DEPARTMENT OF ADMINISTRATION

1. Michelle Wright, Human Resources Director, provided hiring updates to the Committee.

Hiring Updates

Sourcing/Accepting Applications: (Applications accepted until position filled, unless deadline noted):

- Highway Maintenance Worker (Limited Term Employee - Casual): 2 positions
- Hospice Social Worker (Casual)
- Maintenance Worker – 1/22/18

Testing/Interviews Scheduled:

- Correctional Officer (Certified) (Casual) (Female) – 1/12/18
- Highway Maintenance Worker - TBD

References/Background Check/Pre-employment Testing Being Conducted:

- Correctional Officer (Certified) (Casual) (Male)
- Family Services Unit Supervisor
- HHC/Hospice RN (80%)

Pre-employment Requirements Met (Start date as listed):

- Behavioral Health Therapist – 12/18/17
- Facilities Director – 12/30/17
- Highway Maintenance Worker (LTE Casual): 2 positions – TBD
- Hill Attendant: 2 positions - TBD
- Hospice Social Worker (Casual) – 1/12/18
- Human Services Professional (Information and Assistance Specialist – ADRC) – 1/3/18
- Recycling & Hazardous Waste Coordinator – 1/8/18
- Tow Operator - TBD

COUNTY CLERK

1. Beth Hauser, County Clerk, provided an elections update to the Committee.
 - There is one contested race for County Board Supervisor in District 10. Joseph Mueller is being challenged by Sharon Wasileski.
 - District 6 has no candidates for County Board Supervisor.
 - There is a statewide primary for Justice of the Supreme Court on February 18, 2018.

NEXT MEETING DATE:

The next regularly scheduled meeting will be Tuesday, February 13, 2018 at 8:30 A.M.

ADJOURNMENT:

At 8:52 A.M., **moved** by Supervisor Barribeau and seconded by Supervisor Stier to adjourn the meeting. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary