

**MINUTES OF
ADMINISTRATIVE SERVICES COMMITTEE
Tuesday, March 13, 2018
8:30 A.M.**

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

Others Present: Alice Connors, County Board Chair; Todd Romenesko, County Administrator; Dan De Bonis, Finance Director; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Howard Mezera, Information Services Director; Mark Ott, Sheriff; Mike Schlaak, Treasurer (arrived at 8:35 A.M.); Brian Glaeser, Highway Commissioner; Connie Daun, Clerk of Circuit Court; Kyle Christianson, Michael Lamont and Keith Langenheim from the Wisconsin Counties Association; Paul Finnell from Gregory & Appel; Kim Gerner, Employee Benefits and Payroll Specialist; 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 AMENDED AGENDA:

Moved by Supervisor Barribeau and seconded by Supervisor Laughrin to approve the agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES:

Moved by Supervisor Stier and seconded by Supervisor Stanke to approve the minutes from the February 13, 2018 minutes as presented. Motion carried unanimously.

PUBLIC PARTICIPATION:

There was no public participation.

REPORT OF COMMITTEE MEMBERS:

- Supervisor Laughrin discussed groundwater issues/water testing in the Kloten area.
- Supervisor Dietrich informed the Committee that the Children with Disabilities Education Board Budget for 2018-2019 that will be brought forward to the April County Board meeting.

COMMUNICATIONS:

There were no communications.

SPECIAL BUSINESS:

Kyle Christianson, Director of Government Affairs, Michael Lamont, Director of Programs and Services, and Keith Langenhahn, Field Services Representative, from the Wisconsin Counties Association, presented information on Boston Mutual Whole Life Insurance policies. Paul Finnell, from Gregory & Appel, also provided information to the Committee on the whole life policies offered through Boston Mutual. The WCA has endorsed this product for over ten years and there are 36 counties currently enrolled. There are no costs to the county. The policies are guaranteed issue at initial sign-up, regardless of pre-existing conditions. Kyle, Michael, Keith and Paul answered questions of the Committee. No action was taken.

Kyle Christianson, Michael Lamont, Keith Langenhahn, Paul Finnell, and Kim Gerner left the meeting at 9:20 A.M.

REPORT OF DEPARTMENTS:

❖ DEPARTMENT OF ADMINISTRATION

1. The Committee reviewed the Shop Superintendent Position Description and Resolution Eliminating 1.0 Full-Time Equivalent (FTE) Highway Superintendent and replacing said position with 1.0 FTE Shop Superintendent in the Calumet County Highway Department. **Moved** by Supervisor Stanke and seconded by Supervisor Barribeau to approve the position description and resolution and to forward to the full County Board at its March meeting for action. Motion carried unanimously.
2. The Committee reviewed a Resolution Authorizing Salaries for Elected Officials for the years 2019-2022. **Moved** by Supervisor Stier and seconded by Supervisor Stanke to approve the resolution and to forward to the full County Board at its March meeting for action. Motion carried unanimously.
3. Michelle Wright, Human Resources Director, provided hiring updates to the Committee.

Sourcing/Accepting Applications (Applications accepted until position filled, unless deadline noted) (Seasonal positions include multiple vacancies in each classification):

- 3rd Shift Ranger (Seasonal)
- Clean Boats/Clean Waters Intern – 3/20/18
- Concessions Worker (Seasonal)
- Correctional Officer (Female) (Certified) (Casual)
- HHC/Hospice Aide (Casual)
- Hospice Social Worker (Casual)
- Jail Sergeant – 3/23/18 (Internal posting)
- Mechanic – 3/16/18
- Naturalist Intern
- Parks Maintenance Worker (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)

Testing/Interviews Scheduled:

- Hospice Social Worker (Casual) – 3/13/18
- Naturalist Supervisor – TBD

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

- Correctional Officer (Certified) (Casual) (Male)
- Correctional Officer (Female) (Full-time)
- HHC/Hospice RN (80%)
- Mechanic
- Meal Site Manager

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

- Correctional Officer (Male)(Full-time)- 3/5/18
- Maintenance Worker – 3/12/18
- Secretary (Floater)(Casual) – 3/9/18

❖ FINANCE

1. Dan De Bonis, Finance Director, reviewed the Investment Report for the period ending February 28, 2018 with the Committee. Total County Investments were \$22,418,964.67. A copy of the report is in the file and made a part of the record.

2. The Committee reviewed the amended resolution for the 2017 Continuing Appropriations carried into the 2018 Budget. **Moved** by Supervisor Dietrich and seconded by Supervisor Stanke to approve the amended resolution and to send to the full County Board at its March meeting for action. Motion carried unanimously.

NEXT MEETING DATE:

The next regularly scheduled meeting will be Tuesday, April 10, 2018 at 8:30 A.M.

ADJOURNMENT:

At 9:35 A.M., **moved** by Supervisor Dietrich and seconded by Supervisor Stanke to adjourn the meeting. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary