

**MINUTES OF
ADMINISTRATIVE SERVICES COMMITTEE
Tuesday, April 10, 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 Absent: Robert Stanke

Others Present: Alice Connors, County Board Chair; Mike Hofberger, County Board Supervisor; 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; Brian Glaeser, Highway Commissioner; Mary Kohrell, Economic Development Director; Tami Alten, Register of Deeds; 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 Dietrich and seconded by Supervisor Barribeau to approve the agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES:

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

PUBLIC PARTICIPATION:

There was no public participation.

REPORT OF COMMITTEE MEMBERS:

❖ Supervisor Barribeau reported on the WCA Group Health Trust.

COMMUNICATIONS:

There were no communications.

REPORT OF DEPARTMENTS:

❖ **DEPARTMENT OF ADMINISTRATION**

1. The Committee reviewed the Emergency Management Coordinator Position Description and the Resolution Abolishing the position of 1.0 FTE Emergency Management Director/Safety Manager and the Emergency Management Department and creating 1.0 FTE Emergency Management Coordinator in the Sheriff's Department. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the position description and resolution and to forward to the full County Board at its April meeting for adoption. 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):
 - Correctional Officer (Female) (Certified) (Casual)
 - HHC/Hospice Aide (Casual)

- HHC/Hospice Aide (Part-time)
- Hospice Social Worker (Casual)
- Mechanic
- Secretary (HHSD)

Testing/Interviews Scheduled:

- Clean Boats/Clean Waters Intern – 4/9/18
- Jail Sergeant – 4/11/18
- Naturalist Intern – 4/12/18
- Naturalist Supervisor – Held

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

- 3rd Shift Ranger (Seasonal)
- Concessions Worker (Seasonal)
- Correctional Officer (Certified) (Casual) (Male)
- Parks Maintenance Worker (Seasonal)
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)
- Summer Parks and Recreation Intern

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

- Correctional Officer (Female) (Full-time) – 4/16/18
- HHC/Hospice RN (80%) – 3/23/18
- Hospice Social Worker (Casual) – 4/2/18
- Mechanic – 3/19/18
- Meal Site Manager – 3/20/18
- Secretary (HHSD) – 3/19/18
- Secretary (Floater) (60%) - TBD
- Shop Superintendent – 3/5/18

❖ **COUNTY CLERK**

1. Beth Hauser, County Clerk, reported results of the Spring Election. There was a 22% statewide turnout and a 27% turnout of registered voters in Calumet County. County Board will have one new Supervisor – Tom Stoffel in District 8.
2. Beth reported that about half of Calumet County will be involved in a Special Election for Senate District 1. If a primary is needed, it will be held on May 15th and the election will be held June 12th.
3. Beth reported the state received approximately \$7 million in grant money for use on election security in Wisconsin. County Clerks will participate in state-wide training on election security; the county clerks will then provide training to the municipal clerks.

❖ **REGISTER OF DEEDS**

1. Tami Alten, Register of Deeds, provided a statistical report to the Committee. A copy of the report is in the file and made a part of the record.

❖ **COUNTY TREASURER**

1. Mike Schlaak, Treasurer, updated the Committee on legislation that affects the treasurers and/or the counties. A copy of the handout is in the file and made a part of the record.
2. Mike provided tax data and statistics as of March 31, 2018 to the Committee, a copy of which is in the file and made a part of the record.

❖ **FINANCE**

1. Dan De Bonis, Finance Director, reviewed transfers to cover 2017 overdrawn accounts by less than 10% of their original budget with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the transfers of \$15,057 as presented. Motion carried unanimously.
2. Dan presented a resolution to cover overdrawn accounts by more than 10% of their budget. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward it to the full County Board at its April meeting for adoption. Motion carried unanimously.
3. Dan presented a spreadsheet of the 2017 Continuing Appropriations approved under Resolution 2017-30. No action was taken.
4. Dan presented a timetable for 2018 Bond Issuance. General discussion followed.
5. There was general discussion regarding the County Sales Tax implemented April 1st, 2018.

The Finance Director reminded the Committee that a separately segregated fund has been established in the 2018 budget to account for the revenues received and projects expended from the County Sales Tax.

It was noted that any over/under collection of the sales tax proceeds would be applied to future budgets as per State Statute.

6. Dan reviewed the Investment Report for the period ending March 31, 2018 with the Committee. Total County Investments were \$23,133,135.63. A copy of the report is in the file and made a part of the record.

NEXT MEETING DATE:

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

ADJOURNMENT:

Moved by Supervisor Barribeau and seconded by Supervisor Dietrich to adjourn the meeting. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary