

**MINUTES OF
ADMINISTRATIVE SERVICES COMMITTEE
Tuesday, May 8, 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: Supervisor Tom Stoffel

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; Mary Kohrell, Community Economic Development Director; and Beth A. Hauser, County Clerk.

Clerk Hauser called the meeting to order at 8:30 A.M.

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

ELECTION OF CHAIR:

Moved by Supervisor Dietrich and seconded by Supervisor Stier to nominate Supervisor Gentz as Chair, close nominations and cast a unanimous ballot. Motion carried unanimously (voice vote).

ELECTION OF VICE-CHAIR:

Moved by Supervisor Schwalenberg and seconded by Supervisor Dietrich to nominate Supervisor Barribeau as Vice-Chair, close nominations and cast a unanimous ballot. Motion carried unanimously (voice vote).

APPROVAL OF AGENDA:

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

APPROVAL OF MINUTES:

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the minutes of the April 10, 2018 meeting as presented. Motion carried unanimously.

PUBLIC PARTICIPATION:

Alice Connors, County Board Chair, reported on the recent WCA District Meeting and discussion of dark store legislation and a possible advisory referendum in November.

REPORT OF COMMITTEE MEMBERS:

There were no reports.

COMMUNICATIONS:

There were no communications.

REPORT OF DEPARTMENTS:

❖ **DEPARTMENT OF ADMINISTRATION**

1. The Committee reviewed an Ordinance to amend the Calumet County Code of Ordinances Amending Chapter 14, Emergency Services. **Moved** by Supervisor Stier and seconded by Supervisor Laughrin to approve the Ordinance and to forward it to the full County Board at its May meeting for action. Motion carried unanimously.

2. Todd Romenesko, County Administrator, updated the Committee on use of third floor space. Corporation Counsel's Office will be moved to the third floor sometime in early summer and will be utilizing two current UW-Extension offices (Rooms 304 and 305). The second floor space vacated by Corporation Counsel will be utilized by the Health Department for WIC. The old WIC space in the rotunda area would then be utilized by Health Department nurses.
3. Todd updated the Committee on recent contracts made by the county. An initial contract was signed with Phygenics for water testing at the courthouse. A subsequent contract was signed with Fox Valley Laboratories for quarterly water testing. There are also weekly samples that will be done in-house. The water samples have created a \$29,000 expenditure that had not been budgeted for in the 2018 Budget.

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

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

- Emergency Management Coordinator – 5/23/18
- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual)
- Hospice Social Worker (Casual)
- Human Services Professional (Birth to Three Service Coordinator)
- Mechanic

Testing/Interviews Scheduled:

- Dispatcher – 5/10/18
- Secretary (HHSD) – 5/7/18, 5/8/18 & 5/9/18

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

- Correctional Officer (Female) (Certified) (Casual)
- Correctional Officer (Male) (Certified) (Casual)
- HHC/Hospice Aide (PT)

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

- 3rd Shift Ranger (Seasonal) – TBD
- Clean Boats/Clean Waters Intern – 5/22/18
- Concessions Worker (Seasonal) –TBD
- Correctional Officer (Female) (Certified) (Casual) – 5/4/18
- Jail Sergeant – 6/4/18
- Naturalist Intern – 5/14/18
- Parks Maintenance Worker (Seasonal) – TBD
- Ranger/Maintenance Worker (Seasonal) – TBD
- Seasonal Summer Help (Highway) – TBD
- Summer Parks and Recreation Intern –TBD
- Secretary (Floater) (60%) –TBD

❖ **FINANCE**

1. Dan De Bonis, Finance Director, reviewed a revised resolution for undesignated fund balance with the Committee. General discussion. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and forward it to the full County Board at its May meeting for approval. Motion carried unanimously.
2. Dan reviewed the 1st quarter 2018 General Fund Account Status Report with the Committee. General discussion followed.

3. Dan reported that there was a recent Open Records Request that was fulfilled. The request included wages, position titles and hire dates of all employees.
4. Dan reviewed the Investment Report for the period ending April 30, 2018 with the Committee. Total County Investments were \$23,135,124.80. A copy of the report is in the file and made a part of the record.

❖ **INFORMATION SERVICES**

1. Howard Mezera, Information Services Director, reported on current Information Services projects. A second internet will be implemented in the courthouse in 2018. The IS Department has been working with an internet provider on this project since January. Howard is hoping for July installation but it may be later due to competing projects from the state.

NEXT MEETING DATE:

The next regularly scheduled meeting will be Tuesday, June 12, 2018 at 8:30 A.M.

ADJOURNMENT:

Moved by Supervisor Barribeau and seconded by Supervisor Stier to adjourn the meeting at 9:40 A.M. Motion carried unanimously.

Beth A. Hauser,
Recording Secretary