

The Administrative Services Committee of Calumet County was called to order on Tuesday, February 1, 2022, at 4:00 PM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Bill Barribeau, Ronald Dietrich, Hope Karth, Mary Schwalenberg and Pete Stier. Supervisor Tom Stoffel was excused.

Staff and Others Present: County Board Chair Alice Connors; Parks Director Adam Backus; Facilities Director Adam Hernke; County Clerk Beth Hauser; Finance Director David Maccoux; IT Director John Anderson; Sheriff Mark Wiegert; Business Systems Analyst and Communications Manager Matt Payette; and County Administrator Todd Romenesko.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the January 11, 2022 meeting as presented. Motion carried unanimously.

5 COMMUNICATIONS

1. Communication from Treasurer Mike Schlaak asking for a special meeting the end of the week of February 7 to review and approve possible sales of county owned property due to tax foreclosure. General discussion. The meeting was scheduled for Friday, February 11 at 1 PM via WebEx.

6 SUPERVISOR REPORTS

1. Supervisor Schwalenberg reported on the study phase for a trail that East Central has been working on for approximately 20 years.
2. Supervisor Karth made the following recommendations:
 - o Neenah and Menasha have a sled shed where people can use sleds then return them to the shed. Could Calumet County do something similar?
 - o It would be nice to have a resolution acknowledging youth in art and display in the rotunda area. It could rebrand what government does and also tie in with the 4-H program.
3. Supervisor Stier reported that Allison Blackmer is the new Village of Harrison President.

7 SPECIAL BUSINESS

- a) **Discuss the County Administrator Performance Evaluation Process** - Michelle Wright, Human Resources Director, verbally explained the process for the County Administrator's Evaluation. She will have a document ready for next month's committee meeting for review and approval.

8 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Review and approve Resolution amending the 2022 Budget for the expenditure of American Rescue Plan Act Funds and Uncommitted Sales Tax - Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution as presented and to forward it to the full county board at its February meeting for approval. Motion carried unanimously.
- **Review and Approve Resolution Creating 1.0 FTE Recruit Officer Position in the Sheriff's Office - Moved** by Supervisor Karth and seconded by Supervisor Schwalenberg to approve the resolution as presented and to forward it to the full county board at its February meeting for approval. Motion carried unanimously.
- **Building Projects update** - Adam Hernke reported the demo of the old jail has started and is expected to be completed by the end of April.
- **Hiring update** - Michelle Wright provided an update, a copy of which is attached to the minutes.

[Hiring Update. 01-27-22 for 02-01-22 Administrative Services Committee Meeting](#)

9 NEXT MEETING DATES

Special Meeting February 11, 2022 at 1:00 PM (via WebEx only)
Regular Meeting March 8, 2022 at 8:30 AM

10 ADJOURNMENT

Chair Gentz adjourned the meeting at 4:56 PM.

Hiring Update – January 27, 2022

Sourcing/Accepting Applications (Open until filled, unless noted):

Full-time/Part-time:

- Behavioral Health Therapist
- HHC/Hospice Aide (PT) – 2/28/22
- HHC/Hospice RN
- Human Services Professional (Children’s Long Term Support Unit) – 2/25/22
- Parks Program Assistant – 2/11/22
- Correctional Officer (Female)

Casual/Limited-term:

- 3rd Shift Ranger (Seasonal)
- Dispatcher (Casual)
- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual)
- Hospice Chaplain/Spiritual Counselor (Casual)
- Janitor – Parks Department (Part-time)(Casual)
- Park Building Attendant (Concessions Worker) (Casual)
- Psychiatric Nurse (Casual)

Interviews: (May be scheduling for an interview, but still sourcing/accepting applications)

Full-time/Part-time:

- Human Services Professional (CLTS) – 2/14/22
- Jail Administrator - TBD

Casual:

- Dispatcher (Casual) – 1/31/22 & 2/2/22

Reference Check/Offer Being Extended, Background & Pre-employment Checks:

Full-time/Part-time:

- Correctional Officer (Male)
- HHC/Hospice RN
- Secretary (HHSD)

Casual:

- Correctional Officer (Casual) (Male)

Hired:

Full-time/Part-time:

- Economic Support Specialist – 1/24/22
- Human Services Professional (Family Services Unit)– 1/31/22
- Janitor (2nd Shift) – 1/31/22

Casual:

- Contact Tracer (LTE) – 2/3/22