



# Administrative Services Committee Meeting Minutes

Tuesday, May 10, 2022

---

The Administrative Services Committee of Calumet County was called to order on Tuesday, May 10, 2022, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

## 1 MEETING ANNOUNCEMENT AND POSTING

The meeting was properly announced and posted.

County Administrator Todd Romenesko called the meeting to order.

## 2 ROLL CALL

**Supervisors present:** Ronald Dietrich, Chad Doran, Merlin Gentz, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

**Staff and others present:** John Anderson, IT Director; Alice Connors, County Board Chair; Beth Hauser, County Clerk; Brian Glaeser, Highway Commissioner; Adam Hernke, Facilities Director; Mike Klaeser, Medical Examiner; David Maccoux, Finance Director; Matt Payette, Business Systems Analyst and Communications Manager; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Michelle Wright, HR Director.

## 3 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

## 4 ELECTION OF CHAIR AND VICE CHAIR

### ELECTION OF CHAIR

**Moved** by Supervisor Schwalenberg to cast a unanimous ballot for Supervisor Gentz as Chair. County Administrator Romenesko called for nominations 3 times and there were no other nominations. **Moved** by Supervisor Dietrich and seconded by Stier to close nominations and cast a unanimous ballot for Merlin Gentz as Chair. Motion carried unanimously.

### ELECTION OF VICE CHAIR

**Moved** by Supervisor Dietrich to cast a unanimous ballot for Supervisor Tom Stoffel as Vice Chair. Chair Gentz called for nominations 3 times and there were no other nominations.

**Moved** by Supervisor Dietrich and seconded by Supervisor Schwalenberg to close nominations and cast a unanimous ballot for Tom Stoffel as Vice Chair. Motion carried unanimously.

## 5 APPROVAL OF AGENDA

**Moved** by Supervisor Irwin and seconded by Supervisor Schwalenberg to approve the Agenda as presented. Motion carried unanimously.

## 6 APPROVAL OF MINUTES

**Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the Minutes of the April 12, 2022 meeting as presented. Motion carried unanimously.

## 7 REPORT OF COMMITTEE MEMBERS

County Board Chair Connors - WCA is soliciting applications for WCA Steering Committees at this time. Apply online through the WCA website and all applications will be forwarded to the County Board Chair for approval at one time.

## 8 DEPARTMENTAL REPORTS

### a) DEPARTMENT OF ADMINISTRATION

- **Review and approve the salary grade of the Agricultural Educator in the Land and Water Conservation Department** - HR Director Michelle Wright explained to the Committee that it has been determined to place this position on Salary Grade 10. **Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the salary grade as presented. Motion carried unanimously.
- **Update on Classification and Compensation Study** - Michelle reported that there are 121 job classifications and 273 positions being reviewed by Carlson Dettmann. The study should be completed by budget time.
- **Review Finance and Human Resources Systems Project – BerryDunn** -the group of Matt Payette, David Maccoux, John Anderson and Michelle Wright will be completing the following steps in the upcoming months: 1) Creating a RFP; 2) Defining future state and 3) providing a recommendation report to the Board.
- Hiring update - see report attached.

[Hiring Updates](#)

### b) FACILITIES DEPARTMENT

- Facilities update - see attached report

[Facilities update.may docx](#)

### c) FINANCE DEPARTMENT

- Review the 1st Quarter ARPA report - David Maccoux reported that \$392,000 of the ARPA funds have been expended through December 31, 2021. Reports were included with the agenda packet.
- David reviewed the Investment Report(s) for February and March, 2022 with the Committee. The Investment Reports were included with the agenda packet.

### d) INFORMATION TECHNOLOGY

**IT Department Update** - John Anderson reported on the following projects for the Information Technology Department:

- Courtroom AV - completed March 25
- 2022 pc/laptop replacements - 25% completed. There are supply chain issues causing a delay in purchasing.
- IT Department is looking for an LTE worker.
- The IT training room (Room 010) is almost completed.

- Currently procuring costs for County Board AV replacement.
- Phase 1 (email) of the Office 365 rollout is about 1/3 complete and will be done by the end of May. Phase 2 (county intranet and SharePoint) will be the next part of the project. In this phase, documents will be saved to the cloud and will be accessible anywhere. Will save on Citrix licensing for the county.
- Currently waiting for parts to complete the firewall and storage projects.

e) **REGISTER OF DEEDS**

- The statistical report of the Register of Deeds was attached to the Agenda Packet. There was no discussion.

**9 NEXT REGULAR MEETING DATE**

June 14, 2022 at 8:30 AM

**10 ADJOURNMENT**

Chair Gentz adjourned the meeting at 9:20 AM.

Beth A Hauser,  
Recording Secretary

**Hiring Updates**

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

*Full-time/Part-time:*

- Behavioral Health Therapist
- Correctional Officer (Male) – 5/27/22
- Human Services Professional (Child Welfare Unit) – 5/13/22
- Jail Sergeant (Internal) – 5/11/2022

*Casual/Limited-term:*

- 3<sup>rd</sup> Shift Ranger (Seasonal)
- Correctional Officer (Casual)(Male)
- Desktop Support Specialist (LTE)
- Dispatcher (Casual)
- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual)
- Park Building Attendant (Concessions Worker) (Casual)
- Parks Maintenance Worker (Seasonal)
- Psychiatric Nurse (Casual)
- Ranger/Maintenance Worker (Seasonal)
- Seasonal Summer Help (Highway)

**Hired:**

*Full-time/Part-time:*

- Correctional Officer (Female) – 5/2/22
- HHC/Hospice RN (2 candidates) – 4/25/22 & 5/2/22
- Human Services Professional (CLTS) – 4/18/22
- Jail Administrator – 5/2/22
- Natural Resource Specialist – 4/25/22

*Casual:*

- Behavioral Health Therapist (LTE) – 5/10/22
- Dispatcher (Casual) – 4/14/22
- Hospice Chaplain/Spiritual Counselor (Casual) – 5/9/22
- Parks Building Attendant (Concessions Worker) (2) – 4/9/22 & 4/16/22

# Facilities update

## May

- Parking lot paving scheduled for middle of May
- Landscaping to follow
- Maintenance shop will be finished by end of May,  
Construction crew are working on all little odds and ends.