

Administrative Services Committee Minutes

March 12, 2019

8:30 A.M.

Committee Members Present: Barribeau, Dietrich, Gentz, Laughrin, Schwalenberg, Stier and Stoffel

Others Present: Todd Romenesko, County Administrator; Dan De Bonis, Finance Director; Kimberly Tenerelli, Corporation Counsel; Michelle Wright, Human Resources Director; Alice Connors, County Board Chair; Mary Kohrell, Community Economic Development Director; Adam Hernke, Facilities Director; Howard Mezera, Information Technology Director; Mark Wiegert, Sheriff; Mike Schlaak, Treasurer (arrived at 8:40 A.M.); and Beth Hauser, County Clerk.

Chair Gentz called the meeting to order at 8:30 A.M. The Pledge of Allegiance was recited.

APPROVAL OF AMENDED AGENDA:

Moved by Supervisor Barribeau and seconded by Supervisor Stier to approve the amended agenda as presented. Motion carried unanimously (voice vote).

APPROVAL OF MINUTES:

Moved by Supervisor Schwalenberg and seconded by Supervisor Barribeau to approve the minutes of the February 18, 2019 meeting as presented. Motion carried unanimously (voice vote).

REPORT OF DEPARTMENTS:

Department of Administration

- A. **Review of Calumet County Strategic Plan – Summary of Accomplishments through 2018:** Todd Romenesko presented the Summary of Accomplishments through 2018 to the Committee. A copy is in the file and made a part of the record.
- B. **Review and approve the revised Home Healthcare/Hospice Supervisor position description:** Michelle Wright outlined the changes made to the Home Healthcare/Hospice Supervisor position description. **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the revised job description as presented. Motion carried unanimously (voice vote).
- C. Michelle Wright provided a hiring update to the Committee:
Sourcing/Accepting Applications (Applications accepted until position filled, unless deadline noted):
Regular Full-time/Part-time:
 - Human Services Professional (Child Welfare Unit)

- Janitor – Parks (PT)
- Mechanic
- Patrol Officer

Casual:

- Dispatcher (Certified) (Casual)
- HHC/Hospice Aide (Casual)
- HHC/Hospice RN (Casual) (2 Positions)
- Hospice Chaplain/Spiritual Counselor (Casual)
- Hospice Social Worker (Casual)

Seasonal:

- Clean Boats/Clean Waters Intern
- Parks Summer Seasonal Positions (*Multiple Positions*) – Concessions Worker, Ranger/Maintenance Worker, 3rd Shift Ranger, Parks Maintenance Worker
- Seasonal Summer Help (Highway) (3 Positions)

Interviews Held/Scheduled:

- Human Services Professional (Child Welfare Unit) – Week of 3/18/19 (*Still accepting applications*)
- Mechanic – 3/12/19 (*Still accepting applications*)

Background Check Being Conducted:

- Correctional Officer (Female) (Certified) (Casual)
- Correctional Officer (Male) (Certified) (Casual)

New Hire:

- Cave Restoration and Maintenance Technician (Casual) (2 positions) - TBD
- Correctional Officer (Female) (Full-time) – 3/18/19
- Park Maintenance Worker – 3/11/19
- Patrol Officer – 3/18/19
- Program Assistant (HHSD) – 3/18/19
- Programmer Analyst – 2/28/19
- Ranger/Maintenance Worker (Seasonal) (2 positions) – TBD

Finance

- A. **Review and approve resolution to amend the 2019 Budget for the award of the Drug Trafficking Response Grant:** Dan De Bonis reviewed the proposed resolution with the Committee. **Moved** by Supervisor Dietrich and seconded by Supervisor Stier to approve the resolution and to forward to the full County Board for action at its March meeting. Motion carried unanimously (voice vote).
- B. Dan reviewed the Investment Report dated February 28, 2019 with the Committee. Total County Investments were \$24,103,286.52 and Sales Tax collected year to date was \$687,654.07. A copy of the Investment Report is in the file and made a part of the record.

Treasurer

- A. Mike Schlaak opened a bid received for county-owned property located at 516 W. Breed Street, Chilton. The bid was from Robert Rahmlow in the amount of \$18,750.00. **Moved** by Supervisor Stier and seconded by Supervisor Barribeau to accept the bid amount from Robert Rahmlow for the property located at 516 W. Breed Street, Chilton. Motion carried unanimously (voice vote).

County Clerk

- A. Beth Hauser informed the Committee that after viewing new election equipment, the municipal clerks decided unanimously to purchase through Election Systems and Software. The County will do a group purchase later this year, with the municipalities reimbursing the County for their equipment. Intergovernmental Agreements will be drafted. The new equipment will be in place prior to next February's election.

NEXT MEETING DATE

Tuesday, April 9, 2019 at 8:30 A.M.

ADJOURNMENT

Moved by Supervisor Stier and seconded by Supervisor Schwalenberg to adjourn the meeting at 9:52 A.M. Motion carried unanimously (voice vote).

Beth A. Hauser,
Recording Secretary