

The Administrative Services Committee of Calumet County was called to order on Tuesday, February 14, 2023, at 8:30 AM, in Room 017, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee Members Present: Chair Merlin Gentz; Supervisors Ronald Dietrich, Chad Doran, Ken Irwin, Mary Schwalenberg, Pete Stier and Tom Stoffel.

Staff and others present: County Board Chair, Alice Connors; IT Director, John Anderson; County Clerk, Beth Hauser; Facilities Director, Adam Hernke; Finance Director, David Maccoux; Economic Development Director, Jason Pausma; Director of Operations, Matt Payette; County Administrator, Todd Romenesko; Emergency Management Director, Bernie Sorenson; Corporation Counsel, Kimberly Tenerelli; and HR Director, Michelle Wright.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Stier and seconded by Supervisor Irwin to approve the Minutes of the January 10, 2023 meeting as presented. Motion carried unanimously.

5 SUPERVISOR REPORTS

Supervisor Schwalenberg reported on Badger Bounceback.

6 SPECIAL BUSINESS

Jason Pausma, the new Economic Development Director, introduced himself to the Committee.

7 DEPARTMENTAL REPORTS

a) **DEPARTMENT OF ADMINISTRATION**

- **Finance and Human Resources Project Update** - Matt Payette reported that vendor demos are complete. Reference checks are nearly complete.

Requested updated pricing from two vendors and should receive today. There is another project team meeting this afternoon.

- **Courthouse Remodel Project Update** - Matt distributed construction milestones for the remodel project. 75% of construction documents are completed and once finished can go out to bid.
- **Review 2022 Summary of Accomplishments of Calumet County Strategic Plan Initiatives** - Todd Romenesko reviewed the Summary of Accomplishments with the Committee.
- **Review and approve the 2023 Calumet County Strategic Plan** - Todd reviewed the 2023 Calumet County Strategic Plan with the Committee. **Moved** by Supervisor Irwin and seconded by Supervisor Schwalenberg to approve the Plan *as amended* to include under Maintenance "Review availability of funding for installation of energy saving instruments, such as solar panels, for the correctional facility" and to forward it to the full County Board at its February meeting for adoption. Motion carried unanimously.
- **Review and approve Job Description for Director of Special Education** - **Moved** by Supervisor Schwalenberg and seconded by Supervisor Stier to adopt the Job Description for Director of Special Education as presented. Motion carried unanimously.
- **Review and approve Resolution to Create 1.0 Full-time Equivalent (FTE) Director of Special Education, 1.0 FTE Administrative Assistant and 1.0 FTE Human Resources Generalist in the Calumet County Department of Administration** - **Moved** by Supervisor Stier and seconded by Supervisor Schwalenberg to approve the resolution as presented and forward to the full County Board at its February meeting for adoption. Motion carried unanimously.

b) CORPORATION COUNSEL

- **Update regarding opioid litigation** - Kimberly Tenerelli updated the committee on the status of the opioid litigation. Calumet County joined a group to litigate against manufacturers of opioids, and Calumet County should receive approximately \$1 million settlement from that litigation. The next round of litigation is pharmacies and is in the process of settling. Some of the companies have gone bankrupt, but the legal team is working with them.

c) FINANCE DEPARTMENT

- **Review November 2022, December 2022 and January 2023 Investment Reports** - David Maccoux reviewed the reports with the Committee.

d) INFORMATION TECHNOLOGY

- **Update on keyless access project** - John Anderson reported that all card readers were delivered last week and the project is on target to be completed by June 1 of this year.

8 NEXT REGULAR MEETING DATE

March 14, 2023 at 8:30 AM

9 CLOSED SESSION

At 10:08 AM, **moved** by Supervisor Irwin and seconded by Supervisor Stier to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes to review and discuss performance evaluation data of a public employee over which the committee has jurisdiction and exercises responsibility; specifically the Annual Performance Appraisal as identified in the contract for the County Administrator. Roll call vote was taken and motion carried unanimously.

10 ADJOURNMENT

Chair Gentz adjourned the meeting at 10:23 AM.

Beth A. Hauser, Recording Secretary