

The Administrative Services Committee of Calumet County was called to order on Tuesday, August 10, 2021, at 8:30 AM, in Room 025, Calumet County Courthouse, with the following members present:

1 ROLL CALL

Committee members present: all committee members were present, except for Chair Gentz and Supervisor Stoffel, who were excused.

Staff present: Adam Hernke, Facilities Director; Mary Kohrell, Community Economic Development Director; David Maccoux, Finance Director; Todd Romenesko, County Administrator; Kimberly Tenerelli, Corporation Counsel; and Michelle Wright, Human Resources Director.

2 PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

3 APPROVAL OF AGENDA

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

4 APPROVAL OF MINUTES

Moved by Supervisor Schwalenberg and seconded by Supervisor Stier to approve the Minutes of the July 13, 2021 meeting as presented. Motion carried unanimously.

5 DEPARTMENTAL REPORTS

a) DEPARTMENT OF ADMINISTRATION

- **Bug Tussel Broadband Project** - Steve Schneider from Bug Tussel provided a brief explanation of the project. Two maps detailing the project were distributed, as well as a booklet titled The R.O.A.D to Digital Equality; handouts are in the file and made a part of the record.
- **Building Projects update** - Adam Hernke, Facilities Director, provided a building projects update, a copy of which is attached and made a part of the record.
- **Hiring update** - Michelle Wright, Human Resources Director, provided a hiring update, a copy of which is attached and made a part of the record.

[Construction Update AUG 2021](#)

[Hiring Update AUG 2021](#)

b) FINANCE DEPARTMENT

- **Review 2020 Annual Financial Statements** - David Maccoux, Finance Director, reviewed the annual financial statements with the Committee. The audit report was included in the agenda packet.
- **Review of 2020 General Fund Balance** - David Maccoux, Finance Director, reviewed the 2020 General Fund Balance with the Committee. The report was included in the agenda packet.
- **Review June 2021 Investment Report** - David reviewed the June 2021 Investment Report with the Committee. The report was included in the agenda packet.
- **Discuss 2021 Budgetary Performance** - David reviewed the 2nd Quarter 2021 Budget Status Report with the Committee. The report was distributed at the meeting and is in the file and made a part of the record.

c) **INFORMATION TECHNOLOGY**

John Anderson, IT Director, provided an update on the following IT Projects:

- Datacenter Migration
- Polycom Video Conferencing - Courts & Jail
- Law Enforcement Center

6 ADJOURNMENT

Vice Chair Dietrich adjourned the meeting at 10:14 AM.

7 NEXT REGULAR MEETING DATE

September 14, 2021 at 8:30 AM

Todd Romenesko, Recording Secretary
TR:bh

August construction update

- Second week of august they will start on the first layer of asphalt
- Site concrete is being poured, sidewalks, security bollards, and parking light pole bases
- Detention glass is being installed
- Detention locks will start to be installed
- Security electronics are being programed and installed
- Final cleaning of office area will be finished by middle of the month
- Detention plumbing fixtures are being installed
- Fire Alarm will be operational by end of the month
- Dispatch radio equipment is being installed
- Training on new equipment such as the fire pump and water heaters will start middle of the month

Hiring Update

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

Full-time/Part-time:

- Behavioral Health Crisis Supervisor
- Correctional Officer (Male)
- Highway Maintenance Worker – 8/20/21
- Home Health Care/Hospice Unit Supervisor
- Human Services Professional (Behavioral Health Case Manager/Youth CCS Specialty)
- Human Services Professional (Child Welfare Unit)
- Human Services Professional (Family Services Unit)
- Human Services Professional (Long Term Support- APS)
- Meal Site Manager (PT)

Casual/Limited-term:

- Correctional Officer (Male) (Casual)

Seasonal:

- Ranger/Maintenance Worker (Seasonal)

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

Full-time/Part-time:

- Accountant (HHSD) – 8/11/21 & 8/13/21
- Correctional Officer (Male) – 8/17/21
- Human Services Professional (Child Welfare Unit) – 8/11/21
- Meal Site Manager (PT) – 8/11/21 & 8/13/21

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

Full-time/Part-time:

- Van Driver (PT) (2 candidates)

Casual:

- Correctional Officer (Female) (Casual)
- Transport Officer

Hired:

Full-time/Part-time:

- Behavioral Health Therapist – 8/9/21
- Correctional Officer (Female) – 7/23/21
- Correctional Officer (Male) – 8/9/21
- HHC/Hospice RN – 7/12/21
- Janitor – 7/30/21
- Legal Assistant – District Attorney (PT) – 8/2/21

Casual:

- Janitor (Supported) – 8/10/21
- Meal Site Manager – 7/26/21
- Psychiatric Nurse – 7/22/21