

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, June 3, 2021, 9:30 a.m., Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Alan Jaques, Mary Lou Bergman, Samuel Pomush, Rosemary Lear, Joseph Moen (arrived 9:42 p.m.), Pat Ryan, Mark Liebaert, Scott Luostari, Nick Baker. Others present – Shelley Nelson, Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Ann Doucette, Kelly Thimm, Mary Martin, Rebecca Lovejoy, Zach DeVoe, Dan Lindberg, Dan Shea, Carolyn Pierce, Tyler Edwards, Jason Jackman, Ashley Vande Voort, Tracy Middleton, Sue Sandvick, Susan Hendrickson, Kelly Burger (remote), Keith Allen (remote), Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Pomush, to approve May 6, 2021, open session and closed session minutes, with closed session minutes to remain closed. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: COVID-19 recovery funds received; awaiting usage guidance. Continuing recruiting efforts. **Buildings and Grounds:** One vacant custodial position. Working on emergency repairs. **Corporation Counsel:** Courts opened for in-person hearings; working on ordinances. **County Clerk:** Redistricting assembly bill introduced to extend completion date; tax deeded properties to be acquired this month; in final stages of hiring new employee. **Finance/Information Services:** Audit complete. Dan Lindberg, IT Operations Manager, addressed cybersecurity within the county. All data and network configurations backed up on and off-site in case of attack. Communication tunnels encrypted with safeguards at each layer. **Register of Deeds:** Recording of documents at all-time high. **Treasurer:** Collecting funds to avoid tax deeds on properties.

ACTION ITEMS/REFERRALS:

New Positions/Reclassification Requests: New position requests include Sheriff's Department - Jailer/Court Officer; Land Services/Land Conservation - Environmental Resources Specialist; Health and Human Services - Children's Long Term Support Social Worker; Highway/Finance Departments - Accounting Supervisor; UW-Extension - Office/Media Associate; Health and Human Services - Full-time Social Services Aide; and Land Services - GIS Technician.

Reclassification requests include Judicial Assistants and Assistant Finance Director. Initial Judicial Assistant request reviewed by McGrath Human Resources Group concluded the three assistants had varying duties, resulting in the potential for multiple pay grades; additional information requested to separate into two positions (Judicial Assistant I and Judicial Assistant II). Department heads asked to resubmit job description encompassing all duties to clarify one position. Government finance professionals in high demand; market study recommended to verify appropriate pay grade for Assistant Finance Director.

ACTION (REFERRAL): Motion by Bergman, second Ryan, to approve new position requests as presented, contingent on funding, and refer to 2022 budget. Motion carried.

ACTION (REFERRAL): Motion by Lear, second Ryan, to refer Assistant Finance Director reclassification request to market wage study process and Judicial Assistant request to August meeting. Motion carried.

Merit Rewards: Merit rewards system not performing as expected; recommendation to suspend merit

rewards for 2021, review in future, and instead, increase pay plan 2% across the board, at an approximate cost of \$340,000.

ACTION (REFERRAL): Motion by Bergman, second Pomush, to recommend a 2% overall increase in pay plan and refer to 2022 budget. Motion carried.

Market Wage and Benefit Study: McGrath Human Resources Group recommends review of market updates every three to five years. Study will take four months to complete, with review of benefits, to be implemented in 2023. Proposed cost is \$14,325 (\$11,850 for the market update; \$2,475 for benefits update). Administration/Human Resources Departments have funds in 2021 budget to fund study.

ACTION: Motion by Luostari, second Lear, to recommend market wage and benefit study as proposed. Motion carried.

Early Hire Request – Administrative Services Supervisor Health and Human Services Department: Current employee will be retiring end of summer; unique duties and longevity require a training period for new employee.

ACTION (RESOLUTION): Motion by Baker, second Lear, to recommend approval of Administrative Services Supervisor early hire request and refer to County Board. Motion carried unanimously.

Budgetary Transfers: Included with agenda.

ACTION (RESOLUTION): Motion by Bergman, second Ryan, to approve budgetary transfers as presented and refer to County Board. Motion carried unanimously.

ADJOURNMENT: Motion by Ryan, second Pomush, to adjourn. Motion carried. Adjourned at 10:18 a.m.

Submitted by,

Kaci Jo Lundgren, Committee Clerk