

**ADMINISTRATION COMMITTEE**  
**Douglas County Board of Supervisors**  
**Thursday, August 4, 2022, 9:30 a.m., Government Center, Boardroom 201**  
**1316 North 14<sup>th</sup> Street, Superior, Wisconsin**

Meeting called to order by Chair Alan Jaques.

**ROLL CALL:** Present – Alan Jaques, Keith Allen, Nick Baker, Pat Ryan, Mark Liebaert, Mary Lou Bergman, Kelly Peterson (arrived 9:33 a.m.). Absent – Rosemary Lear (remote), Sam Pomush. Others present – Ann Doucette, Carolyn Pierce, Linda Corbin (remote), Tracy Middleton, Dan Lindberg, Jerry Moe, Tyler Edwards, Dave Sletten, Jason Jackman, Tracy Ruppe (remote), Bill Whiteside, Michele Wick, Shelley Nelson, Joan Finckler, Carol Jones, Sharon Dembroski, Jon Harris, Dan Nichols, Malayna Halvorson Maes, Sue Sandvick, Kaci Lundgren (Committee Clerk).

**APPROVAL OF MINUTES:** Motion by Baker, second Ryan, to approve June 2, 2022, minutes. Motion carried.

**DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2022:**

The following departments reported on departmental activities: Administration/Human Resources, Buildings and Grounds, Corporation Counsel, County Clerk, Finance, Information Technology, Register of Deeds and Treasurer.

**ACTION ITEMS/REFERRALS:**

**McGrath Human Resources Group 2022 Market Update and Request to Implement Changes with 2023 Budget:** Malayna Halvorson Maes with McGrath Human Resources Group, presented on wage market study to review competitive alignment with comparable organizations. Overall analysis suggested most Douglas County wages behind market. Recommendations for implementation on attachment and includes a wage increase for all positions, with a minimum increase of 2%. Overall fiscal impact approximately \$568,000, with approximately \$300,000 from levy.

**ACTION (REFERRAL):** Motion by Baker, second Bergman, to approve recommended changes as presented and included in market update final report (to be provided to committee following meeting) and refer to 2023 budget process. Motion carried.

**2023 Health and Dental Insurance Rates:** 2.5% premium increase. \$36 annual increase to single employee contribution, \$84 annual increase to employee+1, \$120 annual increase to family employee contribution. No employee contribution increase to dental.

**ACTION (RESOLUTION):** Motion by Bergman, second Ryan, to approve 2023 health and dental insurance rates as presented and refer to County Board. Motion carried unanimously.

**Social Worker/Case Manager Recruitment and Retention Program:** Recruitment and retention of social workers is problematic throughout nation due to stress and demand of job; significant turnover results in additional workload for other employees, causing additional burdens. Program to begin in September 2022, and cost of program will fit within Health and Human Services budget.

**ACTION (RESOLUTION):** Motion by Baker, second Peterson, to approve Social Worker/Case Manager Recruitment and Retention Program, with additional costs to be absorbed within current budget, and refer to County Board. Motion carried unanimously.

**Reclassification Request: UW-Extension Office, Office/Media Associate from Part-time to Full-time:** Increase of virtual platform needs, and ability to keep office open entire work day are important to have position full-time. \$23,000 contributed from UW-Extension budget; \$20,000 from levy for overall cost of \$43,000.

**ACTION (REFERRAL/RESOLUTION):** Motion by Allen, second Peterson, to approve reclassification of Office/Media Associate position from part-time to full-time and refer to 2023 budget process. Motion carried unanimously.

**Budgetary:**

**August Budgetary Transfers:** Included with agenda.

**ACTION (RESOLUTION):** Motion by Allen, second Bergman, to approve and refer to County Board. Motion carried unanimously.

**Capital Projects Budgetary Transfers:** Included with agenda.

**ACTION (RESOLUTION):** Motion by Bergman, second Baker, to approve and refer to County Board. Motion carried unanimously.

**INFORMATIONAL ITEMS:**

**Opioid Settlement Process:** Class action lawsuit against opioid manufacturers includes majority of Wisconsin counties. Original award was structured pay of \$1.2 million over a course of many years. Securitization process includes up-front payment rather than annually, but has \$200,000 cost. Decision to be made by end of year indicating which option Douglas County will utilize.

**Forest Carbon Development Project:** Anew, LLC (formerly Bluesource, LLC) is conducting study on Douglas County Forest land to review carbon and any effects on logging. Liebaert and Harris to negotiate contract with company to pursue carbon credit program; may be presented in September or October for approval.

**Employee Staffing Report, 2<sup>nd</sup> Quarter – 2022:** Included with agenda.

**FUTURE AGENDA ITEMS:** Highway bonding; resolution revising real estate transfer fee formula.

**ADJOURNMENT:** Motion by Ryan, second Baker, to adjourn. Motion carried. Meeting adjourned at 10:46 a.m.

Submitted by,

Kaci Jo Lundgren  
Committee Clerk