

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, August 5, 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, Pat Ryan, Mark Liebaert, Scott Luostari, Nick Baker. Others present – Shelley Nelson, Linda Corbin, Dave Sletten, Candy Holm Anderson, Carol Jones, Sue Sandvick, Ann Doucette, Kelly Thimm, Mary Martin, George Glonek, Dan Lindberg, Tracy Ruppe, Tracy Middleton, Amber Popplewell, Anna Carlson, Jason Jackman, Joan Finckler, Rob Ganschow (remote), Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Ryan, second Pomush, to approve June 3, 2021, Administration Committee and Joint Administration/Executive Committees meeting minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Investigation into work-related death is ongoing; truck hit Highway Department tractor, no injury to employee. Child Support Director and Medical Examiner hired. **Buildings and Grounds:** Two vacant positions; replacing outdated equipment. **Corporation Counsel:** Paralegal position vacant. **County Clerk:** Redistricting legislation vetoed; completion of project by November 10, 2021. Numbers from census may not be available until early September. **Finance/Information Services:** Audit complete; began budget process. Dan Lindberg, IT Operations Manager, explained two-day hardware failure of Power7 (JD Edwards financial software); no data lost. **Register of Deeds:** Recording of documents at all-time high. **Treasurer:** 2,500 parcels owe taxes with 194 at a potential for tax deed acquisition. Associated Bank closing; accounts to be transferred.

ACTION ITEMS/REFERRALS:

Reclassification Requests:

Judicial Assistant: McGrath Human Resources Group reviewed pay grade placement and recommended position move from pay grade G to pay grade H; County Administrator concurs. A market update is necessary to determine whether placement represents the average market of the comparable organizations. Market and benefit study to be conducted in 2022, with 2023 implementation.

Correspondence received from Judge Thimm, Judge Glonek and Court Commissioner Lovejoy, requesting pay grade placement at I, due to wage comparisons to Barron, Polk and Dunn Counties.

ACTION (REFERRAL): Motion by Bergman, second Lear, to approve reclassification of Judicial Assistant from pay grade G to pay grade H, as recommended by McGrath Human Resources Group and County Administrator, and refer to 2022 budget session. Motion carried.

Assistant Veterans Service Officer – Increase Work Hours to 40 Per Week: Position was originally created based off clerical staff position at 37.5 hours and is one of the last exempt positions not at 40 hours per week. Increased workload requires additional hours.

ACTION (REFERRAL): Motion by Pomush, second Ryan, to approve increase of Assistant Veterans Service Officer weekly work hours to 40 and refer to 2022 budget session. Motion carried.

Amendments to Personnel Policies:

Section II, Employment Policies, Recruitment and Selection (Early-hire Authorization by County

Administrator): Due to long-term employees retiring, a training period is required for new employees to learn position.

ACTION (RESOLUTION): Motion by Liebaert, second Luostari, to approve amendment to Personnel Policies, Section II, and refer to County Board. Motion by Lear, second Baker, to amend wording and replace “fiscal” with “budget”. Motion carried. Motion to approve as amended, carried unanimously.

Section III, Time Away From Work, Leaves – Vacation (Four Months of Employment for Newly-hired Employees to Use Vacation): To aide in recruitment, amendment allows new employees to use vacation earlier (current wait is six months).

ACTION (RESOLUTION): Motion by Baker, second Ryan, to approve amendment to Personnel Policies, Section III, and refer to County Board. Motion carried unanimously.

2022 Health Insurance Rates: 6% fixed cost overall increase; 3% premium increase for employees.

ACTION (RESOLUTION): Motion by Baker, second Bergman, to approve 2022 health insurance rates as presented and refer to County Board. Motion carried unanimously.

Budget Meeting Dates: September 23 and 24, 2021.

2020 Audit Report – Rob Ganschow, Wipfli CPAs and Consultants: Included with agenda. Ganschow reported overall unmodified audit without significant deficiencies; recommended review of cyber security measures.

ACTION: Motion by Baker, second Lear, to accept 2020 audit report as presented and place on file. Motion carried.

Budgetary Transfers: Additional transfers distributed.

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

INFORMATIONAL ITEMS:

Health Savings Account Contribution Amounts: Included with agenda; contributions will continue and report no longer needs to be distributed.

American Rescue Plan Funds: Revenue calculated at \$2 million dollars per year, allowing \$6 million dollars for projects, which may include infrastructure/road updates. Planning meeting to be scheduled to discuss funding uses.

Employee Staffing Report, 2nd Quarter – 2021: Included with agenda; reviewed,

MOTION TO ADJOURN OPEN SESSION AND CONVENE INTO CLOSED SESSION PURSUANT TO SECTION 19.85(1)(C) OF THE WISCONSIN STATUTES, TO DISCUSS PERSONNEL ISSUE: Motion by Ryan, second Pomush, to adjourn open session and convene into closed session as stated herein. Roll call vote taken and passed with 9 Yes, 0 No, 0 Absent. Open session adjourned at 11:06 a.m.

Submitted by,
Kaci Jo Lundgren, Committee Clerk