

Management Team Meeting Notes
May 7, 2020

Department Heads/Managers Present: Pat Oman, Holly Wilson, Karly Fetters, Ben Davis, Joe Walsh, Don Lorge, Beth Crook, Paul Prokosch, Kay Nastrom, Char Kohlgraf, Beth Vanderplaats, Suzanne Lelwica, Michele McPherson, Eric Bartusch, Dillon Hayes, Julie Peterson, Noelan Lange, Kevin Schultz, Mike Wimmer, Mike Virnig, Maggie Kuchenbaker.

Introductions: None.

Personnel Report: Personnel Director Holly Wilson reviewed the time card process. Wilson discussed potential policy changes that are to be presented to the County Board in the near future.

Administrator Report: County Administrator Pat Oman reviewed the Stay at Home Order which was extended to May 18, 2020. Oman stated that although the Stay at Home Order may end on that date that does not mean the County will open to the public. Oman stated that the County Board Meeting may be telecommunicated once again.

Kay Nastrom provided an update regarding a potential COVID-19 exposure to a Sheriff's Deputy and the Minnesota Department of Health's (MDH) recommendations. Oman stated that the County will continue to follow protocol and MDH's recommendations.

Oman reviewed future board meeting procedure, agenda request item processes, the upcoming Labor Management Meeting, and the upcoming employee picnic. Karly Fetters discussed the upcoming Employee Benefits Meeting (EBC) that will occur towards the end of the month. Oman reviewed the Alternative Work Site (AWS) policy and the application process; Oman stated that Department Heads and Managers should reconfirm the expectations of working from home to staff.

Oman stated the departments will be responsible for checking staff's temperatures and ensuring everyone is in good health. Wilson stated that an email was sent to all attending the Management Team meeting regarding the positive cases of COVID-19 in the County. Oman stated that preliminary budget 2021 information will be sent out within the next few weeks. Oman reviewed that Department Heads and Managers need to continue to send in the staff recommendations lists for each week.

Round Table:

- Kay Nastrom – Community Health Services Supervisor Kay Nastrom stated that tomorrow's COVID-19 Task Force Meeting had been canceled; Nastrom noted that any updates will be sent via email on Friday. Nastrom reviewed the current COVID-19 information for the State of Minnesota.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that both Paul Prokosch & Char Kohlgraf had noted that business was continuing as usual in their

units. Crook stated that Nastrom is assisting with training staff on MDH's contact-tracing.

- Beth Vanderplaats – Financial Assistance Services Supervisor Beth Vanderplaats stated that business was continuing as usual in the financial unit.
- Suzanne Lelwica – Assistant Community and Veterans Services Director Suzanne Lelwica stated that the child protection unit is staying very busy. Lelwica stated that staff have resorted to a significant increase in virtual contact with children and are doing everything they can to keep families safe while providing services.
- Ben Davis – Probation Department Director Ben Davis stated the Probation Department has continued business as usual. Davis stated that Probation Officers come into the office once or twice a month for a half day to pick up or drop off files.
- Joe Walsh – County Attorney Joe Walsh stated that the Courts will keep hearings on for the following week. Walsh stated that when the Courts decide to operate and hold hearings on a regular basis, more staff will be needed in the County Attorney's Office.
- Don Lorge – Sheriff Don Lorge stated business as usual. Lorge stated that many calls have been received from community/local businesses regarding their thoughts on the governor's orders. Lorge and Oman reviewed the process regarding how to handle phone calls from residents expressing their concern over the governor's order.
- Maggie Kuchenbaker – SWCD Administrative Assistant Maggie Kuchenbaker stated that business was continuing as usual.
- Michele McPherson – Land Services Director Michele McPherson stated that she has been primarily teleworking with one staff member in the office full-time and the other working part-time from home and part-time in the office. McPherson noted the increase in permits and discussed the County Fair.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch reviewed the Board approved forty-five (45) day extension on property taxes. Bartusch discussed the available liquor license credit for businesses renewing their licenses that was also recently approved by the Board. Turning attention to elections, townships and cities need to determine if they have to choose a mail ballot precinct or not. Eric will work with Kara to provide these options to the public.
- Mike Wimmer – Economic Development Manager Mike Wimmer reviewed the Paycheck Protection Loans and various SBA loans available to businesses during the COVID-19 pandemic. Wimmer noted all content is available on the County's website

and social media.

- Julie Peterson – Emergency Manager Julie Peterson reviewed the critical fire warning conditions. Peterson also reviewed the product eligibility list for COVID-19 reimbursements.
- Mike Virnig – Technology Services Manager Mike Virnig discussed spam emails being received with the statement, “Mille Lacs County – IRS.com” at the end of an email address. Virnig requested that staff delete the email, as it is a phishing email. Virnig stated that Technology Services is reviewing ways to manage public use computers and how to clean them. Virnig stated that the CVS IRS audit is the next project Technology Services will be focusing on. Oman noted that any new technologies that will increase staff productivity should be sent to Technology Services for review.
- Noelan Lange – Facilities Operations Manager Noelan Lange stated that Facilities Operations is developing a plan to increase safety measures in the Historic Courthouse (HCH) rotunda. Lange stated that Facilities is creating Plexiglas wellness shields to be placed in the ASO, CVS, and Court Administration. Lange reviewed additional safety precautions put into place, the HCH compressor project, the semi-annual jail hood inspection, fire protection repairs, the Wahkon facility door control project, and the third monitor which was mounted in the County Board Room.
- Kevin Schultz – Highway Maintenance Superintendent Kevin Schultz stated that Public Works is repairing frost boils and completing crack sealing. Schultz stated that business was continuing as usual.

Meeting adjourned at 10:49 a.m.