

Management Team Meeting Notes
May 20, 2020

Department Heads/Managers Present: Pat Oman, Holly Wilson, Karly Fetters, Ben Davis, Char Kohlgraf, Beth Crook, Kay Nastrom, Beth Vanderplaats, Suzanne Lelwica, Joe Walsh, Eric Bartusch, Daryl Moeller, Michele McPherson, Dillon Hayes, Julie Peterson, Mike Wimmer, Noelan Lange, Kevin Schultz, Reed Pederson.

Introductions: None.

Personnel Report: Personnel Director Holly Wilson stated that Alternative Work Site (AWS) applications are due by June 1, 2020. Wilson noted that AWS will likely take effect by June 15, 2020. Wilson stated that the temporary modification to the Personnel Policy was approved by the County Board. If staff were unable to telework, had exhausted FFCRA, and were forced to use vacation time, those staff may now revise their previous timecards to use sick leave rather than vacation time. Wilson stated that it is the supervisor's responsibility to review this information with staff that may be effected.

Administrator Report: County Administrator Pat Oman reviewed the recent County Board Meeting. Oman discussed the County Preparedness Plan, departmental preventive procedures, and the recent press release concerning the status of opening County buildings to the public. Oman stated that budget 2021 reports will be sent for early completion.

HR Manager Karly Fetters reviewed the County Preparedness Plan. Fetters noted that staff are encouraged to wear cloth masks while on site, but it is not required. Masks will be available upon request by the County. If more than one person occupies a fleet vehicle, masks will be required by all in the vehicle.

Round Table:

- Beth Crook – Community and Veterans Services Director Beth Crook stated that Facilities Operations (FO) is installing the guards in the front lobby. Crook stated that the Community and Veterans Services' (CVS) toy room had all toys removed as a COVID-19 preventative measure. Crook stated that both Paul Prokosch & Char Kohlgraf had noted that business was continuing as usual in their units. Crook stated that Nastrom was assisting with training staff on MDH's contact-tracing.
- Kay Nastrom - Community Health Services Supervisor Kay Nastrom reviewed current COVID-19 statistics for the State of Minnesota. Nastrom reviewed the Governor's "safety dials" and the Governor's Order that states flags should be flown at half-staff on the 19th of each month in honor of those that have been lost to COVID-19.
- Beth Vanderplaats – Financial Assistance Services Supervisor Beth Vanderplaats stated that business was continuing as usual in the financial unit. Vanderplaats noted that the Onamia Operation Community Connect (OCC) had been approved at the County Board; Vanderplaats stated due to the pandemic, this event would be a "drive through" event.

- Suzanne Lelwica – Assistant Community and Veterans Services Director Suzanne Lelwica stated that business was continuing as usual.
- Joe Walsh – County Attorney Joe Walsh stated that there was nothing new to report in the County Attorney’s Office.
- Ben Davis – Probation Department Director Ben Davis stated nothing new to report in the Probation Department.
- Reed Pederson – Construction Services Manager Reed Pederson stated that all LOST projects had restarted. Pederson stated that the County is currently accepting bids for the CSAH 2 and CSAH 32 project.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes stated that sewer permits are being received at a high rate. Hayes discussed the Household Hazardous Waste events, the new recycling trailer, and the ORV park progress.
- Julie Peterson – Emergency Manager Julie Peterson reviewed the State’s guidelines for garage sales and various community events. Peterson discussed counterfeit PPE masks and how the State is handling businesses violating the Governor’s Orders.
- Mike Wimmer – Economic Development Manager Mike Wimmer reviewed the Paycheck Protection Program’s status and discussed the anticipated guidelines that the Governor will release for small businesses regarding the pandemic.
- Noelan Lange – Facilities Operations Manager Noelan Lange reviewed preventative procedures, County mail processing, necessary County building signage, HVAC preventative maintenance, and additional safety procedures. Lange discussed the Enterprise 2021 fleet vehicle planning and CVS break room window tint projects.
- Mike Virnig – Technology Services Manager Mike Virnig discussed the technology requirements associated with the AWS policy. Virnig reviewed the upcoming AppXtender program upgrade in July, the CVS IRS audit, and the 2021 computer budget.
- Kevin Schultz – Highway Maintenance Superintendent Kevin Schultz stated that business as usual was continuing in Public Works. Schultz noted that gravel trucks are up and running.
- Michele McPherson – Land Services Director Michele McPherson stated that business was continuing as usual. McPherson stated that there has been an increase in permits and that documents are continuing to be recorded as necessary.

- Daryl Moeller – County Assessor Daryl Moeller stated that staff will continue to review properties, but stay out of houses and they will not be approaching front doors. Surveys will be sent to residents following the process. Moeller stated that the County Board of Appeals meeting will occur in mid-June.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that the candidate filing period was open. Bartusch reviewed current filing openings and the current curbside options for candidates that would like to file, as well as the options such as mail, email, and fax.

Meeting adjourned at 10:48 a.m.