

Management Team Meeting Notes
May 27, 2020

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

Introductions: None.

Personnel Report: Personnel Director Holly Wilson stated that a teleworking extension agenda request item would be reviewed at the next County Board meeting. Wilson stated that if approved, the Alternative Work Site (AWS) application deadline will be moved to June 29, 2020. Wilson reviewed current staffing needs for the County.

Current Staffing Needs:

- County Engineer – Offer extended to applicant.
- Correction Officer – Need to fill one full-time Correctional Officer position.
- Deputy Sheriff – Full-time position available.
- Legal Secretary – Full-time position available.
- Property and Records Clerk – Looking into online testing options for applicants.

Administrator Report: County Administrator Pat Oman reviewed the transition of the Governor's Stay at Home Order to a Stay Safe Order; Oman noted that County staff will continue to primarily telework. Oman discussed the steps taken to prepare the County buildings for reopening, including the placement of "wellness guards" throughout the County buildings. Oman noted that Court Administration will reopen on Monday, June 15, 2020. Oman discussed the budget 2021 worksheets, the Labor Management Committee (LMC) Meeting, the annual employee picnic, and the upcoming Employee Benefits Committee (EBC) meeting. Oman reminded Department Heads and Managers to fill out proposal for staff for each week.

HR Manager Karly Fetters discussed the Employee Benefits Committee (EBC) meeting scheduled for Friday, May 29, 2020. Fetters stated that the insurance broker would provide an update to the committee. Fetters noted that an additional EBC meeting would be held prior to the benefits fair and open enrollment.

Round Table:

- Noelan Lange – Facilities Operations Manager Noelan Lange reviewed preventative procedures and disinfecting processes. Lange noted that laser thermometers had been distributed to each department; health questionnaire sheets have been sent to staff. Lange reviewed the rotunda glass project, touchless water bottle refill stations project, the purchase of touchless hand sanitizer stations, and the wellness guards that have been put in place throughout County buildings.

- Dillon Hayes – Environmental Resources Manager Dillon Hayes stated that the Milaca Household Hazardous Waste event is this Thursday, May 28, 2020. Hayes stated that Environmental Resources is looking into new plat books, as well as highway maps.
- Kevin Schultz – Highway Maintenance Superintendent Kevin Schultz stated that leafy splurge is up, the belly dump trucks are out, and business is continuing as usual.
- Julie Peterson – Emergency Manager Julie Peterson reviewed hospital status, central fatality locations, and the status COVID-19 testing of long-term care facilities by the National Guard. Peterson also reviewed severe weather procedures and safety protocols. Peterson discussed FEMA COVID-19 reimbursements; Peterson noted that reimbursements will be completed in multiple phases. Reimbursements include staff time spent working on COVID-19 related items, purchase of PPE masks, in addition to other COVID-19 related equipment.
- Mike Virnig – Technology Services Manager Mike Virnig stated that Technology Services (TS) is exploring technology options for the CVS interview rooms and children’s toy room. Virnig discussed the rotunda public computers, server issues experienced the prior week, and the AppXtender upgrade process.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed unemployment rates, small business financing options, and grant opportunities. Wimmer reviewed how businesses are functioning despite the pandemic.
- Susan Shaw – SWCD Director Susan Shaw stated that SWCD is primarily working remotely, with only one person in the office. Shaw discussed well water nitrate testing, SWCD remote board meetings, and field work.
- Michele McPherson – Land Services Director Michele McPherson stated that there has been many permits and parcels splits occurring; McPherson reviewed the increase of mortgages and refinances.
- Daryl Moeller – County Assessor Daryl Moeller stated that the Assessor’s Office (AO) staff continue to work remotely with Amisa Pollard in the office two days per week and Moeller in one day per week. Moeller discussed the quintile process and the letters sent to residents regarding new assessment procedures.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch reviewed the closure of the April accounts, the candidate filing period, and the upcoming primary absentee voting.

- Ben Davis – Probation Department Director Ben Davis reviewed that Probation support staff are teleworking, while agents come into the office once to twice per month for half days.
- Don Lorge – Sheriff Don Lorge stated that business was continuing as usual in the Sheriff's Office.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that sixty-seven (67) employees are teleworking, while sixteen (16) employees are in the office daily. Crook noted that services are provided to anyone requesting assistance. Char Kohlgraf and Paul Prokosch noted that business continued as usual in their departments.
- 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 business was continuing as usual.
- Kay Nstrom – Community Health Services Supervisor Kay Nstrom reviewed the COVID-19 statistics for the State of Minnesota. Nstrom reviewed safety procedures and the Governor's executive orders.

Meeting adjourned at 10:48 a.m.