

Management Team Meeting Notes
May 13, 2020

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

Introductions: None.

Personnel Report: Personnel Director Holly Wilson stated that an email regarding Alternative Work Site (AWS) applications would be sent this week. Wilson noted that all applications need to be submitted by June 1, 2020. Wilson reviewed potential policy changes and union negotiations that will be brought to the County Board in the near future.

Administrator Report: County Administrator Pat Oman stated that the County will likely continue to telework through the month of May. Oman reviewed the development of a preparedness plan and discussed procedures as staff come back to the workplace. Oman discussed updating the fee schedule, budget 2021 worksheets, the employee picnic, and the upcoming Labor Management Committee (LMC) and Employee Benefits Committee (EBC) meetings. Oman requested that all Department Heads and Managers provide ideas regarding technological processes or updates.

Round Table:

- Karly Fetters – HR Manager Karly Fetters stated that the Mille Lacs County Preparedness Plan is currently under review by Pat and Holly. Fetters discussed safety processes for reopening the County buildings and general guidelines for staff. Fetters stated that the Preparedness Plan is anticipated to be reviewed by the Board at the May 19, 2020 County Board Meeting.
- Susan Shaw – SWCD Director Susan Shaw stated that SWCD staff are continuing to follow the Stay Safe MN guidelines, with more staff rotating schedule to accommodate safety measures. Shaw noted that the SWCD preparedness plan will be approved next week by SWCD board.
- Julie Peterson – Emergency Manager Julie Peterson discussed current COVID-19 precautions and emergency grant opportunities
- Dillon Hayes – Environmental Resources Manager Dillon Hayes discussed the Milaca Household Hazardous Waste event; over 200 residents attended the event. Hayes reviewed ongoing Environmental Resources projects.
- Michael Wimmer – Economic Development Manager Michael Wimmer discussed hardships area small businesses are encountering due to the COVID-19 pandemic. Wimmer discussed funding opportunities for small businesses.

- Michael Virnig – Technology Services Manager Michael Virnig discussed ongoing COVID-19 technology projects to promote telework among staff.
- Michele McPherson – Land Services Director Michele McPherson stated that a noticeable increase in building permits was evident this year. McPherson discussed the challenges faced with helping constituents during the pandemic with common questions and the increase in recorded documents.
- Eric Bartusch – Auditor-Treasurer Eric Bartusch stated that business was continuing as usual in the Auditor-Treasurer’s Office.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that business is continuing as usual with new guidelines in place.
- Suzanne Lelwica – Community and Veterans Services Assistance Director Suzanne Lelwica reported no new updates since the last meeting.
- Kay Nstrom – Public Health Supervisor Kay Nstrom reviewed the current national, state, and local COVID-19 statistics.

Meeting adjourned at 10:53 a.m.