

Management Team Meeting Notes
July 1, 2020

Department Heads/Managers Present: Pat Oman, Holly Wilson, Karly Feters, Daryl Moeller, Michele McPherson, Julie Peterson, Dillon Hayes, Mike Wimmer, Noelan Lange, Beth Crook, Paul Prokosch, Beth Vanderplaats, Kay Nastrom, Suzanne Lelwica, Char Kohlgraf, Joe Walsh, Ben Davis, Susanne Henrichs, and Eric Bartusch.

Introductions: None needed.

Personnel Report: Personnel Director Holly Wilson reviewed the telework extension. Wilson stated that Department Heads and Manager need to remind employees to be patient with the COVID-19 processes that are ongoing. Wilson discussed the differences of AWS versus teleworking. Wilson stated that County buildings are open to the public; Department Heads need to ensure that we are staffed appropriately for people coming into the buildings. Ensure that staff are completing AWS applications thoroughly.

Wilson reviewed the status of current job postings and new hires. The County Engineer will be starting 7/27, the Sr. Engineering Technician/Project Manager postings are still active, there will be an offer sent out for a Victim-Witness Coordinator, and 2nd round interviews for the Legal Secretary posting will take place next week. The Local 49 union contract will be brought to the County Board next week, and MPEA is currently in mediation.

Administrator Report: County Administrator Pat Oman reviewed the Phase 3 of the Governor's Executive Order; Oman reviewed the extension of County teleworking until July 31, 2020. Oman noted that Alternative Worksite (AWS) applications are still being received and will not be approved until July 31, 2020. Approval/denial for the applications will come from Holly to the employee; applications deemed incomplete will be communicated to the supervisor for them to obtain the appropriate information from the employee. Oman stated that AWS applications must also include a photo of the work space; must meet ergonomic requirements & technology requirements.

Oman reviewed the CARES Act Funding; Mille Lacs County is to receive approx. \$3.2 million dollars. Information will be available on the County website in the near future. Oman thanked Department Heads and Managers for quarterly newsletter article submissions; Oman stated that the newsletter would be mailed out the following week to residents. Department Heads and Managers are required to send a staff schedule to the ASO by Friday, July 3, 2020. Oman stated that all County buildings are currently open, with the exception of CVS.

Oman stated that some ASO staff are regularly in the office, while others are teleworking. He also asked managers to keep their employees updated on teleworking and current workplace status/expectations so they can update their business agents and bargaining units appropriately, since there have been some requests from bargaining units to ASO which could be streamlined by employees providing the information directly to their bargaining units/business agents after being updated by managers.

Round Table:

- Mike Wimmer - Economic Development Manager Mike Wimmer discussed the 10% amount from the CARES Act to be appropriated to businesses and if that can be used for property taxes; Oman discussed this with Wimmer and they concluded that more information is still coming to clarify that detail. Oman encouraged departments to think of investments each department can make with these funds, if allowable. Wimmer also discussed as a roundtable update the Small Business Relief grant program, which is administered by the Initiative Foundation.
- Karly Fetters - HR Manager Karly Fetters reviewed there is a conditional offer of employment for a new Correctional Officer starting 7/13, which would have made the jail fully staffed, however the recent DOC audit is requiring the addition of more staff. ASO is watching applications for the Building Official and Technical Support Specialist continuous postings as they are received. Deputy Sheriff 1st round interviews are this week. The Social Worker-Care Coordinator conditional offer of employment has been sent with an effective date of 7/13, and 1st round interviews for the part-time RN/PHN-Family Home Visiting position are this week. Fetters also said they've received information from MCIT regarding a workplace injury hotline, which she is reaching out to MCIT to clarify the interaction of the process prior to sending this information to MLC employees. It appears that if an employee experiences an injury in the workplace that does not require medical attention they can call this hotline with their supervisor to determine the extent of medical care potentially necessary, but Fetter is obtaining concrete details of this hotline's role in the workmen's comp process prior to sending the information to employees to eliminate confusion.
- Noelan Lange - Facilities Operations Manager Noelan Lange said he is meeting with vendors and getting quotes for various projects to better allow for social distancing, such as the re-fit of the County Board Room, the passport area in the rotunda, and the U of M Extension door for interacting with the public. Lange updated the group on various other projects in the works such as the jail showers, HVAC cleaning/filtration, and the LSO/Assessor moves that will take place between 9-10 tomorrow morning. Lange and Land Services Director Michele McPherson discussed the movement of the tract and Torrens books for this transition. Lange and Oman also discussed occupancy ratings for various scenarios in the CVS interview rooms with CVS Director Beth Crook, who suggested verbiage for the rooms along the lines of 2-person maximum or members of the same household. Lange will visit CVS to confirm the size of these rooms so the "members of the same household" can also be limited appropriately.
- Julie Peterson - Emergency Manager Julie Peterson said she has assisted with the procurement of additional PPE for hospitals, and that PPE for elections will be an upcoming discussion. Absentee voting is being encouraged for this election. She also said there are still a lot of cybersecurity concerns, and there has been severe weather recently but it has not resulted in damage.

- Dillon Hayes - Environmental Resources Manager Dillon Hayes said his department is still busy with permitting etc., and that recycling will not be emptied this Friday due to the holiday.
- Daryl Moeller - County Assessor Daryl Moeller has one staff in the office full-time, and at least one other assessor so there are always 2 people in the office. The assessors are going out to properties to complete their assessments.
- Michele McPherson – Land Services Director Michele McPherson said there are less Sheriff’s Sales this year, people are still ordering 911 signs for installation, and that “junk complaints” (land violations) have increased. She verified there should only be one individual per vehicle; Oman and Fetters discussed the guidelines in the MLC Preparedness Plan that if more than one individual is required per vehicle they should be wearing masks.
- Eric Bartusch - County Auditor-Treasurer Eric Bartusch talked to the state about hand sanitizers and masks for elections, noting that absentee voting has noticeably increased. The expiration of redemption notice has been posted online and otherwise things in his office are “business as usual.”
- Susanne Hinrichs - U of M Regional Director Susanne Hinrichs said Extension is totally virtual at this point, but they are easing into in-person workshops and meetings. She reported good numbers for these events.
- Public Works Update - Wilson said the cones are out for the 2 & 32 project which is underway, and there is a link on the county webpage that gives updates for this project.
- Joe Walsh - County Attorney Joe Walsh said his department is “business as usual” since there are some court proceedings. He asked departments to continue sending projects/contracts to be reviewed by his department now (when things are slower, before courts open back up).
- Ben Davis - Probation Director Ben Davis anticipates an increase in UA’s completed.
- Beth Crook – Community and Veterans Services Director Beth Crook said services for her department are currently conducted virtually; Community Health Services Supervisor Kay Nastrom provided the group with COVID-19 updates. Crook clarified the current process to address employees expressing anxiety regarding COVID and returning to the workplace, noting that her managers are providing EAP information to employees and sending them to HR when appropriate. Oman/Wilson/Fetters said supervisors should continue to provide EAP information to employees and know that they can also utilize it themselves. They also discussed that supervisors should address department-specific/process concerns since HR will not be able to speak to those, but employees

should otherwise be sent to HR if they have questions regarding benefits/FFCRA/e-FMLA, or other questions/concerns the supervisor cannot address.

Meeting adjourned at 12:57 p.m.