

Management Team Meeting Notes
July 29, 2020

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

Introductions: County Engineer Neal Knopik was introduced to the team. Knopik provided a brief introduction regarding his educational and employment history.

Personnel Report: Personnel Director Holly Wilson provided an update on the AWS application process. Teleworking extended through August 14, 2020. Wilson stated that all current AWS applications had been reviewed; communication will be sent to employees before the end of teleworking. The majority of applications received were intermittent, which are easier to approve than full-time and part-time AWS applications. Discussion occurred regarding AWS applications and notices to staff and department heads/managers.

Administrator Report: County Administrator Pat Oman discussed the Governor's newest executive order requiring the mandatory wear of masks in indoor environments. Oman reviewed the updated Preparedness Plan. Oman reviewed daily temperature checks, available masks to employees, and the signage and documentation placed throughout County buildings. Discussion occurred regarding complaints about staff not wearing masks and mask exemptions. Personnel Director Holly Wilson stated that exempt staff need to contact Karly Fetters or herself regarding exemption concerns. Wilson stated that face shields are also available to staff that may be mask exempt. Public Health Supervisor Kay Nastrom presented the most recent COVID-19 statistics worldwide, nationally, statewide, and within Mille Lacs County. Discussion occurred regarding contact tracing COVID-19.

Administrator Oman reviewed the \$3,470,000 received from CARES Act Funding that the County received yesterday. COVID-19 related, economic development related. Oman discussed the funding resources and potential uses for the funds received. Oman stated that Budget 2021 is ongoing, appreciates everyone's input.

Round Table:

- Karly Fetters – HR Manager Karly Fetter discussed the workplace injury hotline service provided by MCIT. Fetters stated that the hotline information would be sent to employees, however, this information does not change injury report process at Mille Lacs County. Fetters stated that the hotline allows an employee to speak directly with a nurse; this information will then be forwarded to MCIT to see if treatment is recommended. The first report of injury should be taken care of during this process, MCIT will then submit the report to Karly Fetters. Useful if someone is unsure if they should seek medical treatment or not. Reach out to Karly Fetters with any questions on this new hotline.

Fetters discussed no changes to PEIP health insurance expenses yet, will see how COVID impacts this in the near future.

- Reed Pederson – Construction Services Manager Reed Pederson stated that resurfacing projects are proceeding very well, should be done by the end of next week. Work in town (2 & 32) going pretty well, some setbacks with the rain so a little behind schedule but going well. In about a week or two they should cross Central Ave. In front of HCH is phase 4 so probably about a month away from that work.
- Daryl Moeller – County Assessor Daryl Moeller stated that both he and Amisa are working in the office now. Assessors are working remotely, sent out letters a few months ago asking people to send out questionnaires describing the process of how they'll be looking at properties this year. The letter seems to be well-received from those who are being evaluated.
- Michele McPherson – Land Services Director Michele McPherson, stated that two staff besides herself are in the office today, Nate is teleworking 2 days/week.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that all 4 staff are in the office, customer-facing side to their work. Looking at options to see if there can be some updates to payroll/timesheets. Getting election machines checked.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes stated that staff are teleworking intermittently, permits slowed down a little but still an increase. Septic program going live soon. One low-income septic grant available.
- Mike Virnig – Technology Services Manager Mike Virnig stated that managers should discuss with employees, during office hours if an error occurs staff should be aware of this issue so employees do not need to call Technology Services. Working on a Wi-Fi update.
- Mike Wimmer - Economic Development Manager Mike Wimmer reviewed current opportunities for businesses, which show guidelines that detail how eligibility will be determined. Was some confusion that the county received 4 million masks to hand out to businesses, which is not accurate. Governor's Order does not require businesses to provide masks to customers. Chamber of Commerce may receive masks from state, so if we get any questions on that individuals can contact the Chamber of Commerce. Mike is split between teleworking and on-site when needed.
- Susan Shaw – SWCD Director Susan Shaw stated that there is currently one person in office, others working remotely. Alternating schedules coming into the office as needed and doing field work. COVID hasn't caused workload to decrease, people are more available to meet in the field to discuss. Additional technology ordered so thank you

Technology Services helping them with remote working.

- Ben Davis – Probation Director Ben Davis stated he is in office all or most days, one support staff, all other staff teleworking and coming in occasionally as needed. No significant updates other than that. Tree ceremony event on Tuesday 8/4, during Board meeting will take a break at 9:30 (Ben notified court administration, prosecutors, public defenders, etc.). Tree dedication ceremony in honor of Judge Anderson, some issues with getting marker in place, should be resolved today (placing without cement until ceremony then will fix cement after ceremony). Judge Kulick will want to say a few words, along with possibly Damien Toven. Nice opportunity to honor Judge Anderson. Pat offered to send email out to all employees regarding ceremonies and Ben would appreciate that, will take a break from the Board meeting at 9:30.
- Beth Crook – Community and Veterans Services (CVS) Director Beth Crook stated that 2 new employees started Monday; about 20 employees in the building on a daily basis and about 65 teleworking. Work going smoothly, doing most things virtually (customer service needs are being met).
- Kay Nastrom - Health Services Supervisor Kay Nastrom stated that all services continuing to be delivered, doing remotely (all staff teleworking except 2 new staff while they are training).
- Char Kohlgraf - Disability Unit Supervisor Char Kohlgraf in office and 2 staff in office, others teleworking. Increase in civil commitment referrals as well as adult protection report. Continue to perform duties, mostly via teleconference (though video conference not the best platform for certain clients such as elderly, if they struggle with technology)
- Suzanne Lelwica – CVS Assistant Director Suzanne Lelwica stated that most employees are teleworking, meeting deadlines and providing protection.
- Paul Prokosch - Financial Unit Supervisor Paul Prokosch currently meeting the needs of the public.

Meeting adjourned at 12:33 p.m.