

Management Team Meeting Notes  
August 26, 2020

Department Heads/Managers Present: Pat Oman, Holly Wilson, Beth Crook, Kay Nastrom, Char Kohlgraf, Beth Vanderplaats, Paul Prokosch, Suzanne Lelwica, Eric Bartusch, Michele McPherson, Daryl Moeller, Neal Knopik, Maggie Kuchenbacher, Julie Peterson, Michael Wimmer, Michael Virnig, Noelan Lange, Don Lorge, Susanne Henrichs.

**Introductions:**

**Personnel Report:** Personnel Director Holly Wilson discussed the extension of telework until Friday, September 11, 2020. Wilson stated that the AWS applications have been reviewed, but staff have not yet been contacted to avoid confusion among staff. Class comp study continues, department heads will be reviewing job descriptions for all positions within each department. Send any changes to Holly Wilson for consideration. New Technology Services support person started two weeks ago, Ben Boyd. New Construction Services staff member named Eric started on Monday. New staff starting in the Jail for Correctional Officers. Open probation department, highway maintenance worker positions, extension position, ASO position. Significant number of applicants during this time.

**Administrator Report:** County Administrator Pat Oman discussed the telework extended until Friday, September 11, 2020 due to the Governor's order. Oman reviewed Budget 2021 and agenda request procedures. County Board agenda request items are due on Tuesday at noon, any items received later than that will be add-on items or postponed for the following meeting. Oman reviewed CARES Act funding and the Board's strategic plan for CARES Act funding investments. 10% of CARES Act funding will support local economic development. Stake holder requests; communication with all school districts, SWCD, DAC, regarding funding available to these products.

**Round Table:**

- Don Lorge – Sheriff Don Lorge stated that business was continuing as usual; swearing in a new deputy today.
- Neal Knopik – County Engineer Neal Knopik stated that the CSAH 2 and 32 project has been slightly delayed; all other projects have been completed. Maintenance staff removed downed trees and cleared the roads following the severe storms.
- Daryl Moeller – County Assessor Daryl Moeller stated that the Assessor's Office maintains two employees in the office; assessors are primarily working outside and reassessing properties.
- Mike Virnig – Technology Services Manager Mike Virnig stated that the AppXtender upgrade is complete. A training video will be available in the near future. Will let managers know when the video is available. The County Board approved a new wifi system, which will be ordered for the campus. Hoping to complete by late September.

PDQ program was passed by the Board yesterday; will help staff update computers remotely; manage computers remotely much more efficiently. WatchGuard PassPort program was also approved by the County Board. DNS WatchGo will provide a web filter when staff are not on the VPN to avoid viruses. Ariel GIS photos are in progress.

- Michele McPherson – Land Services Director Michele McPherson stated that business is proceeding as usual. Two staff in office full-time. McPherson reviewed the electronic recording process vs. mailed documents.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that his office is pretty quiet right now. August 31, 2020 property tax deadline for mobile homes. Mathea is back from Vacation, Nancy is back from hers. Both Karen and Sandy will be gone next week. Bartusch reviewed election CARES Act grant of \$11,000 coming in for election equipment and mail processing equipment. Paper folding machine, mail opening machine.
- Julie Peterson – Emergency Manager Julie Peterson discussed the supplemental EMPG grant; working with schools/buses. Peterson discussed alternative grants to the CRF.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed the Economic Relief grant available on the County website; interest early-on. Broadband project approved by the CRF fund. Working with Advantanon to submit a grant application to the state to acquire more funding for broadband projects north of Page Township.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that CVS has put together a general plan for CARES act funds. Working on 2021 budget; reviewing with ASO next week. Crook discussed how CVS will assist with the Economic Relief Funds individual requests. Will be working with Pat Oman and Mike Wimmer on how to proceed with that process. COVID-19 update dashboard for County website.
- Noelan Lange – Facilities Operations Manager Noelan Lange reviewed that curtailment is scheduled today for the generators; diesel smell may be in County buildings. Lange reviewed the ductwork cleaning project for the jail. Lange reviewed COVID-19 projects such as the rotunda glass project, the recently approved passport room near the rotunda, seating configuration for County Board Room, adding drink fountains to first and second floor of HCH, touchless bottom refill station, considering automatic faucets for breakrooms and restrooms, rotunda terminal work stations with computers, Sheriff's Office enhancements reworking workspaces, Assessor's Office enhancements to rework workspaces; Technology Services, creating walls to limit people walking into TS, Court security checkpoint to control flow of staff through campus. Body scanner for Jail, in addition to several other projects.

- Maggie Kuchenbacher – SWCD Administrative Assistant Maggie Kuchenbacher stated that business is continuing as usual.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes discussed the online auction for vintage farm equipment. Will have a land sale for October 7, 2020. Business as usual.
- Joe Walsh – County Attorney Joe Walsh reviewed the upcoming hearing schedule. Discussed processing department contracts/documents.
- Paul Prokosch – Financial Unit Supervisor Paul Prokosch stated that business was proceeding as usual. One staff working remotely, three in the office.
- Char Kohlgraf – Disability Unit Supervisor Char Kohlgraf stated that ten staff work remotely, 3 staff and 1 intern in the office. Increase in Rule 25 requests this month. April & May below average due to Courts ceasing.
- Suzanne Lelwica – Community and Veterans Services Assistant Director Suzanne Lelwica stated that the temporary employee is done tomorrow; two child protection workers on leave will return in early September. Very busy despite COVID-19.
- Beth Vanderplaats – Financial Assistance Unit Supervisor Beth Vanderplaats stated that 9 staff teleworking, 4 in office. Wrapping up reviews for cash and food programs. Clients are responding well to electronic forms. Using lots of email with clients. Many staff like new AppXtender changes.
- Kay Nastrom – Public Health Supervisor Kay Nastrom provided a COVID-19 public health update. Nastrom stated that 14 staff teleworking, 1 staff member in office. All WIC family home visiting, bluecross/blueshield case management done virtually during this time. Meeting with school superintendents as they prepare for the reopening of schools. Discussion occurred regarding the proposal of Benton County's court cases.

Meeting adjourned at 10:20 a.m.