

Management Team Meeting Notes
September 9, 2020

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

Introductions: None necessary.

Personnel Report: Personnel Director Holly Wilson discussed the extension of telework until Friday, September 25, 2020, and the alternative option of teleworking. The organizational structure of Public Works has changed; the County Engineer is now the department head for the Public Works Department. HR Manager Karly Fetters will be sending out open enrollment information within the next few weeks; a virtual benefits fair will likely be held. A new online enrollment provider was Board approved and will use CARES funds.

Administrator Report: County Administrator Pat Oman discussed the extension of telework until September 25, 2020. Oman discussed the use of face masks within County buildings and the importance of reinforcing mask usage among staff. Employee may still submit an AWS application; AWS will be implemented following the end of telework. Oman discussed Budget 2021; each department's budget has been reviewed with the Board. The total budget will be reviewed with the Board on next Tuesday. Oman discussed the CRF dollars

Round Table:

- Neal Knopik – County Engineer Neal Knopik provided an overview of current County construction projects. Knopik reviewed striping RFQ bids received and proposed Public Works projects.
- Michele McPherson – Land Services Director Michele McPherson stated that business was continuing as usual; a rush a permits has been occurring due to the cool weather.
- Eric Bartusch – County Auditor-Treasurer Eric Bartusch reviewed current staffing levels; preparation for election season. Absentee voting open September 18, 2020. Over a thousand absentee ballots have already been received, with additional ballots to be reviewed.
- Susan Shaw – SWCD Director stated that Maggie Kuchenbaker resigned from her position; it will be determined if the position will be posted or not.
- Julie Peterson – Emergency Manager Julie Peterson is working on a supplement EMPG grant; continuing to work on various projects.

- Dillon Hayes – Environmental Resources Manager Dillon Hayes stated that business continues as usual, most staff are in the office daily. The tax-forfeited land sale will be live October 7, 2020. The old farm equipment was sold via auction that was left at the ORV park location; getting started on the parking lot and driveways.
- Mike Virnig – Technology Services Manager Mike Virnig discussed the COVID-19 dashboard which is available on the County website, which was built in collaboration with Public Health. Pushing out laptops received and replacing outdated laptops to increase productivity. The wifi project equipment has been received. Currently working on installing new wifi devices; additional information to follow in the future. The WatchGuard Passport program, Virnig provided updates on the CVS interview rooms.
- Mike Wimmer – Economic Development Manager Mike Wimmer reviewed the broadband project, the CARES Act/CRF grant programs with cities and townships.
- Noelan Lange – Facilities Operations Manager Noelan Lange discussed boilers and an extensive list of various projects associated with the HCH, CVS, and Justice Center. Rotunda terminal station, CVS interview rooms, Wahkon project, drinking fountains with motion-activated stations, adding doors to CAO and PD conference rooms, refinishing HCH handrails, etc.
- Don Lorge – Sheriff Don Lorge stated that business is continuing as usual in the Sheriff's Office.
- Ben Davis – Probation Director Ben Davis stated that juvenile hearings resume next Monday, backlog of 120 at the moment. Also starting to see probation violation hearings being scheduled, working with ASO to hire replacement for Probation Officer.
- Beth Crook – Community and Veterans Services Director Beth Crook stated that most staff are teleworking and communicating with clients remotely.
- Beth Vanderplaats – Financial Assistance Supervisor Beth Vanderplaats stated that things are going well in financial unit, majority of staff still working remotely. Finished 1st month of recertifications (onto 2nd month). Challenge for staff but enjoying being busier. Beth V working with CARES individual applications, good to see those coming in. Working on Operation Community Connect (usually an indoor event sometime in October), this year creating it as a drive-through event.
- Suzanne Lelwica – Community and Veterans Services Assistant Director Suzanne Lelwica stated that the resignation for one Social Worker recently received. Parent support outreach program works with families who are at risk for homelessness/child abuse, funds available to help families at risk (can help pay for rent, fill propane tank, food, formula, etc.). Child foster care providers in MLC have been outstanding providers,

recently adopted medically fragile child, were recently nominated and won Outstanding Treatment Foster Care Award. Messenger will be doing an article.

- Paul Prokosch – Financial Services Supervisor Paul Prokosch stated that there are 3 accounting staff in-office, one working remote. 6 child support officers working remote, one support staff and Paul working on-site. Expedited child support hearings scheduled through October.
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- Kay Winterfeldt – Public Health Supervisor Kay Winterfeldt provided MN COVID numbers update. Lower numbers appearing over weekend are not accurate as holiday weekend numbers are still being reported. MLC 122 positive cases 3 deaths. Possible test sites for vaccines upcoming. The group discussed process for what happens if an employee is tested positive for COVID; Public Health will compile detailed guidelines for ASO to update the Preparedness Plan.
- Joe Walsh – County Attorney Joe Walsh stated that court beginning to ramp up more, may have a trial on 9/14. October should be one trial per week schedule to address backlog. Business as usual, operating as 3 attorneys/3 legal secretaries rotating schedule every other week.

Meeting adjourned 12:09 p.m.