

ADMINISTRATION COMMITTEE
Douglas County Board of Supervisors
Thursday, January 6, 2022, 9:30 a.m., Government Center, Boardroom 201
1316 North 14th Street, Superior, Wisconsin

Meeting called to order by Chair Alan Jaques.

ROLL CALL: Present – Alan Jaques, Sam Pomush, Nick Baker, Pat Ryan, Rosemary Lear, Joseph Moen, Mark Liebaert, Mary Lou Bergman, Scott Luostari. Others present – Shelley Nelson (remote), Linda Corbin, Dave Sletten, Candy Holm Anderson, Sue Sandvick, Carol Jones, Carolyn Pierce, Tracy Ruppe, Jerry Moe, Michele Wick, Mary Martin, Stacy Minter, Tyler Edwards, Sue Hendrickson, Kaci Lundgren (Committee Clerk).

APPROVAL OF MINUTES: Motion by Pomush, second Ryan, to approve November 4, 2021, minutes. Motion carried.

DEPARTMENTAL FINANCIAL REPORTS AND GOALS/OBJECTIVES FOR 2021:
Administration/Human Resources: Recruiting for multiple positions; completed performance evaluations and health insurance open enrollment; planning employee diversity and harassment training; wage study begins shortly. **Buildings and Grounds:** Press release on today's warehouse fire will come out shortly; one staff out on medical leave; working on capital projects. **Corporation Counsel:** Busy with various projects. **County Clerk:** Finishing year-end work; no county-wide primary election. **Finance/Information Services:** Down one staff; AP Technician promoted to Highway Accounting Supervisor; new team of auditors will visit next week; ARPA report due. **Treasurer:** Collecting real estate taxes; software changes causing problems.

ACTION ITEMS/REFERRALS:

County Board Training: Full County Board training proposed covering several topics, including diversity and inclusion and open meeting law; has been held on day of reorganization meeting in the past.

ACTION: Motion by Lear, second Baker, to hold training on April 19, 2022, prior to the reorganization meeting. Motion carried.

Forestry Department Fee Increases: After comparing study of surrounding campground fees, county fees are low; proposed increases attached. Some sites may expand; advance reservations available online.

ACTION (RESOLUTION): Motion by Baker, second Lear, to approve Forestry Department fee increases as presented and refer to County Board. Motion carried unanimously.

Jail Recruitment and Retention Sign-on Bonus Program: Policy drafted by Jail Administration, Sheriff, Human Resources and County Administrator with review by Corporation Counsel. Jail is short eight staff, with many working mandated overtime, burnt out; intent is to attract new applicants and retain them within jail. Bonuses paid after employed for three months, six months, nine months, one year and two years. Draft includes requirement of repayment of bonuses received if employee leaves prior to two years of employment. Program to be reviewed every six months for its relevance at that time.

ACTION (RESOLUTION): Motion by Baker, second Liebaert, to approve Jail Recruitment and Retention Sign-on Bonus Program with removal of repayment requirement if employee leaves position prior to two years, authority to County Administrator to re-evaluate and end program at any time deemed necessary, and refer to County Board. Motion carried unanimously.

Budgetary Transfers: Included with agenda.

ACTION (RESOLUTION): Motion by Bergman, second Baker, to approve and refer to County Board. Motion carried unanimously.

ADJOURNMENT: Motion by Pomush, second Luostari, to adjourn. Motion carried. Adjourned at 10:11 a.m.

Submitted by,

Kaci Jo Lundgren
Committee Clerk