

MILLE LACS COUNTY LABOR MANAGEMENT COMMITTEE

April 19, 2018

Members Present: Char Kohlgraf, Sue Koosman, Heather Glem, Traci Beckstrom, Shawn Steinbrecher, Heather Griesert, Cara Fosteson, Kevin Schultz, William Hulsing, Shelly Fassler, Diane Overby, and Al Heim.

Members Absent: Alisha Voigt Fussy, Gene Ablard, John Henderson, Commissioner David Oslin, Commissioner Tim Wilhelm and Cheryl Woehler.

Ex-Officio Members Present: Pat Oman, Administrator, and Jess Olson, Secretary

Diane Overby facilitated the meeting. Meeting was called to order approximately 8:05 a.m.

Safety Committee: Issues since the last meeting in January were presented. Reports of issues related to incidents in Sheriff Office and CVS. There were a lot of incidents with slips and falls since January in the parking lots around the county campus. Facilities is working on improvements on how snow is being plowed and where piles of snow are placed, as melting snow and refreeze caused most of the issues.

Updates of Past and Current issues:

- Building Updates:
 - Cameras – The plan is being finalized and will be going to the Board in May. The Jail, Historic Courthouse, CVS and parking lots are all included in the new camera system. The old cameras from the Jail will be repurposed and sent to the Wahkon location.
 - Windows/Heat Controls HCH – The boiler heat controls have been installed in the Historic Courthouse. The planning work has started for the windows and the plan will go to the Board in May to start the RFP process.
 - Sheriff Space Study – The study is completed and will be reviewed with the Board May 1st.
 - Vertical Desks – Funding was approved by the board and the county purchased 13 vertical desks for employees throughout the campus. The desks are currently being installed. We were able to get everyone a desk that wanted one with the exception of CVS and County Attorney's office.
 - Fleet Vehicles – The County has 2 new fleet vehicles on order and should be delivered in the next couple of weeks. The county will continue to add 2 fleet vehicles a year.
 - Verizon Transponders – All transponders are installed in the vehicles. Some employees may have received email notifications that they have exceeded the speed limit. The county is notified when a car is driving more than 10 mph over the speed limit for more than 2 minutes.
- Personnel Updates:
 - There has been 2 updates to the personnel policy that was approved by the Board. The first is adding the Verizon Transponders to the personnel policy. The second is the parity plan for elected officials. Elected officials will receive \$1,000 per year of service to be deposited in a Healthcare Savings Account who leave in

good standing. This can be used towards health insurance premiums, long term care plans and more.

- Staffing
 - Emergency Manager – Currently in 2nd round of interviews
 - Economic Development Manager – Job is posted
 - CVS Front Desk – Currently in interviews
 - Correctional Officers – The county is in need of more correctional officers and working on hiring qualified applicants

Picnic: The committee discussed what went well in past years and the menu. It was decided to keep the same meal as 2017, but increase the amount of food. Also explore the opportunity to deliver food to locations that cannot make it such as the Jail and etc. Last year 140 people came through the line serving approx. 168 sandwiches. The recommendation is to increase the amount of food from serving 170 to 200. Additionally a bake-off was done in 2017, but the participation was low. The recommendation is to eliminate the bake-off. A meeting closer to June will be scheduled to finalize planning.

Pop Fund: Sue recapped the audit and there were no findings. The books are in order. The pop fund commissions for 2017 were \$1,166.19

Committee and Building LMC Reports:

- CVS – The door on the East side of the building is not closing correctly. Reaching out to Facilities to fix.
- Justice Center – No updates
- Historic Court House – Discussed the washing of fleet cars. Employees were not aware they could use the card to get a car wash as well.
- PWD – Milaca building is looking to see if it is possible to have a locker room added for the employees to change, store their gear and etc. Currently they do not have a location for this.
- Sheriff's Office – No updates
- Wellness Committee – A walkathon was held last month in the lower Justice Center and had a good turnout. There were a total of 43 employees who participated.
- County Newsletter – A County newsletter is going out in the mail this week. All residents of Mille Lacs County will receive one. It is to let the public know what is going on in the county and will be released every quarter. It will be on the website and also hardcopies for each department.

Approval of minutes: Sue Koosman moved to approve the minutes of the January 24, 2018 meeting, Heather Griesert seconded. Motion carried.

Next meeting: Calendar invites will be sent out for the next LMC meeting.

Meeting adjourned approximately 8:50 a.m.

Respectfully submitted
Jess Olson