

Management Team Meeting Notes  
June 12, 2019

Department Heads/Managers Present: Pat Oman, Holly Wilson, Bruce Cochran, Beth Crook, Ben Davis, Michele McPherson, Mike Wimmer, Julie Peterson, Dillon Hayes, Reed Pederson, Maggie Kuchenbacher, Joe Walsh, Noelan Lange, and Kevin Schultz.

Newsletter Updates: Kara Vatalaro discussed the current status of the Mille Lacs County Quarterly Newsletter. Kara stated that all department articles were received in a timely matter; however, the ASO is currently waiting on the delivery of an article from the tribal attorney. This is the finishing piece for the newsletter. Once this article is received, the newsletter will be sent for a proof. Kara stated that once completed, department heads will receive a digital proof to review prior to the newsletter's mailing.

Facebook Policies: Edward Yost discussed the new terms of service that Facebook has incorporated into the business page platform. Edward stated that between October 2018 and March 2019, Facebook deleted 3 billion fake or duplicate accounts. Due to these new changes, Facebook requires the use of personal Facebook profiles when managing official County Facebook pages. Using personal profiles is also the current recommendation of the Federal Government. Edward recommended adhering to this new policy, in order to prevent Facebook from deleting or restricting access to the County Facebook pages.

Holly Wilson inquired as to if current staff member's duplicate County Facebook accounts could be deleted. Edward stated that they may or they may not be removed. Edward cited that any duplicate accounts being created now were being actively deleted within a day or so. He concluded that Facebook may delete existing duplicate accounts in the future, and that this is why we are taking precautions to practice the new terms now. At this time, Facebook has not deleted any existing duplicate County Facebook managing accounts. Edward noted that no personal information from an individual's personal Facebook account is transferred to the business/County management page.

Maggie Kuchenbacher asked how this system would work with employee turn-over. Edward stated page managers can be added or removed accordingly. Edward stated that he would provide all documents released from the Federal government regarding social media standards. Pat Oman noted that he would review these documents and forward them to the department heads for reference.

Personnel Report: Holly Wilson stated that department heads need to be actively reviewing their employee's time cards. Holly mentioned that there has been confusion regarding comp time and overtime (OT) with staff members. Holly noted that departments heads should verify how to proceed with comp/OT for union employees by reviewing union contracts, as each may differ. She stated that standards regarding comp/OT accumulated by a non-union employee are based on the Personnel Policy. Holly stated that a non-union employee cannot earn comp time in week 1 and then use comp time in week 1 as well. Holly stated that this would be considered flex time, as long as the hours at the end of the week came to 40 hours or less. However, a non-union employee can earn comp time during week 1 and then use comp time in week 2.

Holly then reviewed current staffing needs for the County.

#### Current Staffing Needs:

- Accounting Tech II – Interviews have been going well for this position, with several excellent candidates.
- Administrative Financial Manager – Closed on 6/9/19; written test is being scheduled.
- Building Maintenance Worker – Proceeding with interviews.
- Correctional Officer – The County is nearing full-staff for this position.
- Custodian – Tim Flicek is the new County custodian who will primarily be working in the Sheriff's Office.

Holly noted that each department head/manager needs to review the Excel spreadsheet regarding employee evaluations. Holly stated that any department heads experiencing problems with any of the web links on the document need to contact Karly. Holly also mentioned that all union contracts are on the same schedule; any concerns regarding union contracts should be sent to Holly for review.

Administrator Report: Pat stated that the annual employee picnic will be held on Tuesday, June 18, 2019. Pat noted that if the weather is amicable the picnic will be held outside near the employee entrance. However, if the weather is poor, the picnic will be held in the Historic Courthouse Board Room. Pat mentioned that the menu would remain the same, and that 150-160 employees were anticipated to attend. Pat stated that a formal invitation would be emailed to staff by the end of the week.

Pat discussed requests from the press regarding receiving comment from a department head or manager. Pat instructed that any requests regarding interpretations of County documents or requests from the press seeking opinion or feedback need to be sent to both Pat and Holly. Press requests regarding public department documents or forms or requests that “fit the position’s job description,” may be handled by the appropriate department head/manager. Pat stated that elected officials will collaborate with both Pat and Holly as to an appropriate response to questions from the press.

Pat stated that he has assumed the tasks of the Administrative Financial Manager (AFM), as the position has not been filled yet. Pat instructed that any AFM questions be directed to him, rather than the Auditor-Treasurer’s Office, as they are not completing the assigned tasks. Pat noted that department heads/managers will be seeing both monthly and year-to-date budgets being sent out; this is being completed to encompass all departments’ needs.

Pat confirmed that department heads/managers need to be reviewing all time cards before submission. Pat noted that each pay period he reviews all time cards from one department to check for consistency. Pat stated that 45 hours during week 1 and then 35 hours in week 2, may equate to 80 hours total, but the additional 5 hours within week 1 are still considered overtime. Pat noted that while CPUI is a good software for property taxes, it lacks the same quality for employee time cards. He stated that the County may be considering looking at alternative software for time cards.

Jenna Carlson has been assisting with the CPUI system in the Auditor-Treasurer's Office, in the absence of an Accounting Tech II. Pat stated that there are now 6 staff that can also complete passport applications in the Auditor-Treasurer's Office, in addition to 6 staff that can complete vital records. This way staffing levels remain consistent despite staff becoming ill, taking vacation, or leave.

Pat then provided an updated overview on the status of the new Enterprise fleet vehicles.

- Five new turn-key Enterprise fleet vehicles will be arriving on Thursday, June 13, 2019.
- Enterprise fleet vehicles will need the MLC logo placed on them before being placed into service.
- Current County fleet vehicles will likely be sold via a bid process; this is to be determined by the County Board.
  - Department heads will be able to select "hand-me-down" vehicles before this time, if it is deemed their department needs a specific vehicle long-term.
- Gas cards will change with Enterprise to the WEX cards.
  - Staff will enter their employee number rather than a general pin number.
- Verizon Network Fleet System will dissipate; Enterprise has their own tracking system available. Enterprise system will alert driver & the County of speed violations.
- County vehicle numbers will remain the same; existing vehicle numbers will be assigned to new vehicles; there will be no disturbance to the Outlook calendar. Existing reservations will be transferred to the new vehicles.
- New Enterprise fleet vehicles will include a tow and rental vehicle package; current fleet vehicles will not. However, these services can be purchased by using the new WEX fuel cards, if necessary.
  - Instructions for the WEX fuel cards will be included in the glove compartment of each vehicle. Additional information regarding the new fleet vehicle system will be available in the future.
- The County is doing well on the budget; may accelerate the process of leasing additional Enterprise vehicles.

Pat stated that all County departments – especially those that do not often meet with the County Board – are welcome to attend the 8:00 a.m. work session with any agenda add-ons they may have. Pat advised that a discussion prior to a Board meeting add-on is recommended and gives the Board opportunity to learn more about what departments are currently working on. Pat noted that the press is aware of the County Board work session, but the press has not been attending work session as of late.

Pat discussed the proposed increase in the County Wheelage Tax that would be presented to the public board and available for public comment on June 18<sup>th</sup>. The Wheelage Tax would increase from \$10 to \$20; a 5 year capital bond will be funded through the Wheelage Tax. Pat informed the group that many comments have been made by residents on Facebook, and he is optimistic many people will appear for the Public Comment portion of the Board Meeting.

## Round Table:

- Ben Davis – Ben noted that over 35 cases, primarily cases of domestic abuse, have been keeping the Probation Department busy; in addition to maintaining the contract with East Central Juvenile Detention Center. Pat inquired as to if we pay any additional fees if the County does not meet the minimum quantity of juvenile offenders. Ben stated that we pay a set rate per contract, regardless as to if we hit the minimum quantity or not. He noted that if the maximum quantity is reached, the County will then pay additional fees. Ben also noted there has been a steady response to parolees taking regular drug tests. Ben stated that the largest problem seems to be assisting parolees with finding transportation to the County. The Probation Department has been actively seeking resources to assist with this problem.
- Reed Pederson – Reed discussed the County Road (CR) 101 and CR 106 project. Reed noted that CR 101 & 106 are being heavily graded at this time. He stated that CR 112 & CR 151 are being prepped with fence removal and treating to prepare for the heavy grading.
- Julie Peterson – Julie informed the group that Emergency Management is actively working on creating four active threat protocol, while also working on putting together an endue safety training class, and trauma training kit. The proposed endue operations plan is an overall emergency plan for the County as a whole.
- Dillon Hayes – Dillon noted that County Ditch (CD) 2 and 4 are contracted and will begin work this year. He also stated that the CD4 joint ditch is nearing completion. Dillon mentioned that the ORV park purchase agreement has been completed and that Environmental Resources (ER) is aiming to begin work on the project this year. Dillon noted that both Household Hazardous Waste Collection events went well.
- Mike Wimmer – Mike stated that the broadband internet maps provided by the State are inaccurate. Mike stated that internet companies provide very loose information to the state regarding the broadband speeds available in a region, and that the State does not investigate these claims further. Mike informed the group that the State has increased the available funds for broadband internet to \$40 million dollars this year. Mike stated that he had also applied for the Governor’s Broadband Task Force, which would also be an asset to the County. Mike noted that he plans on meeting with DEED, in order to promote job opportunities/careers in local area schools. It was concluded that this will boost local economy growth rates.
- Maggie Kuchenbacher – Maggie stated that the SWCD had completed nitrate testing in coordination with the Household Hazardous Waste events. Maggie noted that over 30 wells were tested, with only a handful containing traceable nitrates. Those with traces of nitrates were then referred to the CVS Public Health unit.

Maggie noted that there are currently 3 erosion control projects occurring and that noxious weed season is in full bloom. Maggie also mentioned the previous approval from the County Board in regard to culvert matching funds to improve water flowage. Maggie indicated that SWCD is continually working on this project, which must be completed by December of 2020.

- Kevin Schultz – Kevin indicated that leafy spurge noxious weed areas had been mowed; the noxious weed spray contract also would be taking effect shortly. Kevin noted that the crack sealing operations had been completed for the season.
- Noelan Lange – Noelan noted that Facilities Operations (FO) has been registering the new Enterprise fleet vehicles and preparing for their delivery. He mentioned that the MLC logo decals would be placed on the vehicles at the time of their arrival. Noelan stated that if any staff members notice damage or rooftop leaks in any County buildings, to please contact FO. Noelan stated that he had discovered some leaks in CVS, and Kevin Schultz had found some in the PW Wahkon shop. Both situations were assessed and repaired accordingly. Noelan confirmed that any County building concerns should be submitted via the work ticket system; if a concern is time critical, call Noelan's work cell phone, then Noelan's office, and finally email.

Noelan noted that if staff experience uncomfortable working temperatures, to please contact the FO so thermostats may be adjusted. He stated that the SO & Jail had experienced temperature control issues previously, which were easily resolved. Noelan stated that FO now has a new custodian, Tim Flicek, who will primarily be working in the SO and JC basement.

- Bruce Cochran – Bruce stated that many new fiber optic cables are being placed, primarily by Frontier Communications. Bruce stated that the concerns regarding the CSAH 1 slope failure were being addressed. A consultant has been brought on board by the County to resolve the receding issue by the summer of 2020.
- Joe Walsh – Joe stated that the County Attorney's Office (CAO) has been steadily busy and is currently running on only 6 staff members, as opposed to the regular 8-9 staff members. Joe requested patience, as the CAO may have slower response time on some requests due to a heavy workload and reduced staff. Pat indicated that in order to assist with the CAO staffing situation, department heads/managers should forward repeat contracts to Pat for review.
- Beth Crook – Beth referred to the Operation Community Connect (OCC) event that occurred on June 3, 2019. Beth stated that the informative education event for at-risk and low-income individuals had received 110 participants. Beth noted that departments with

assigned spaces at the event need to remain at those assigned spaces, rather than choose another location. This will assist with both safety and organizational concerns. Beth mentioned that although the North OCC event had 110 participants, the South OCC event typically has 500-600 participants. Beth noted that CVS has 3 new hires, including 2 child protection social workers and 1 mental health social worker. She also noted that CVS has had 4-5 new child protection social workers within the last 6 months. Beth stated that the Veterans Services Office (VSO) is currently short staffed; one VSO will be in the office next week and the other VSO returns July 1, 2019. In addition, Beth noted that there are many changes occurring in CVS in regards to Medical Assistance (MA); this leads to lengthy changes in the PMAPS system. Beth noted that free mobile dental health clinics would continue throughout the year.

Meeting adjourned at 10:38 a.m.