

The Florence County Administrators at the Courthouse on January 30, 2019. The meeting was called to order by the County Clerk/Administrative Coordinator.

Donna Trudell, County Clerk/Administrative Coordinator, gave an update on the 2018 Performance Evaluations letting the administrators know that January is a very busy month and she is hoping to get a meeting set up with the Personnel Committee to start the review for each employee mid to end February.

Joe Bestor, Financial Manager, gave a brief update informing the Administrators that Schenck has merged with Clifton-Larson-Alan and our scheduled audit is set for the week of April 15, 2019. He thanks everyone for sending in their grant information forms in and if help is needed please contact him or Jen Steber, HS Director.

Bestor showed a movie trailer on, "All the Queens Horses", a true store on a small town in Illinois with their clerk embezzling over \$5,000,000 of taxpayer dollars. Bestor said this is an example showing the need for internal control and policy.

Trudell, reported that Standing Bills will be processed on Wednesday's now.

Donna Liebergen, County Treasurer, is asking that all invoices processed that are larger than \$25,000 the Treasurers Dept. needs a three-day advance notice to transfer any funds. Administrators are also being asked to have vendors bill the departments for goods and services they receive and limit the purchases on the credit cards to trainings and travel. The County Clerk's Office will be happy to help set up new vendor accounts.

Scott Wolf, Zoning Director, informed the Administrators that the Land Information grant has a section that funds new projects. There is potential to use these funds for department projects that would fall under the criteria of this grant. Wolf also mentioned they have a County owned Drone and ROV for use.

Wendy Gehlhoff, Economic Development Director, is seeking ideas on how to attract more fulltime residents to Florence County and any road blocks that would hinder people from coming to the area. Administrators spoke giving ideas like expanding the broadband and natural gas.

Tiffany White, ADRC/Aging Director, reported on the Stop the Bleeding program training staff and the general public on how to stop excessing bleeding at an accident. She said her brother is a trainer in the Milwaukee area and is willing to come to Florence County and conduct a training on a Monday or Friday at no cost to the County. White said the class size needs to stay between 10 and 15 participants. A potential date for training the Sheriff Dept. will be March 27th, 2019. Sheriff Miller is looking for funding to purchase Stop the Bleeding Kits for all County Buildings and individual kits for Sheriff, Forestry and Highway staff to carry while in the field.

Sheriff Miller informed the Administrators that he is registered to host this areas first National Night Out against crime on Tuesday, August 6th, 2019 from 4 to 8pm in Aurora. This will be free to everyone that attends. Fire, EMS, Florence County Sheriff Dept, and Dickinson County Sheriff Dept are currently scheduled to attend. This is a national event for kids and the Community to interact with these entities to break down the barriers. Miller will organize a committee soon for those that are interested in volunteering.

Jen Steber, Human Services Director, has concerns for the Safety Committee to look at the Courthouse having a single point of entry at the Courthouse. Sheriff Miller agreed saying he would also like to see our Courthouse have only one entrance with that entrance monitored. The possibility to have one point of entry on court days. Don Hirn, Jail Supervisor, reported that the Panic Button Tests are currently being tested monthly on a Saturday with 6 or 7 failing the last time tested. They will continue testing. Highway and Forestry Departments are asking to have panic buttons installed.

Steber expressed concern related to the recruitment, hiring, and retention of staff. Steber expressed appreciation to the Personnel Committee for reviewing wages and being flexible with starting wages within the wage scale (based on qualifications). Additional comments were made that the health insurance has remained competitive: however, it was suggested that time off benefits may be falling behind. A suggestion was made to continue reviewing wages in addition to time off benefits for new existing staff as a way to attract, obtain, and retain employees.

The Sheriff would like the Personnel Committee to look at lateral transfers in pay and benefits when hiring. Gribble asked about the option of a short- or long-term disability policy.

Next meeting Wednesday - March 27th, 2019 at 10am

There being no further business and, on a motion, made, seconded, and carried, the meeting was adjourned.

Respectfully submitted,
Donna Trudell
County Clerk