

Management Team Meeting Notes
May 13, 2020

Department Heads/Managers Present: Pat Oman, Mike Virnig, Noelan Lange, Kevin Schultz, Ben Davis, Don Lorge, Beth Crook, Char Kohlgraf, Paul Prokosch, Suzanne Lelwica, Beth Vanderplaats, Kay Nastrom, Eric Bartusch, Daryl Moeller, Michele McPherson, Dillon Hayes, Mike Wimmer, Julie Peterson, Holly Wilson, Karly Fetters, Susan Shaw.

Introductions: None.

Personnel Report: Personnel Director Holly Wilson stated that an email regarding Alternative Work Site (AWS) application will be sent this week. Wilson noted that all applications need to be submitted by June 1, 2020. Wilson reviewed potential policy changes and union negotiations that will be brought to the County Board.

Administrator Report: County Administrator Pat Oman stated that the County will likely continue to telework through the month of May. Oman reviewed the development of a preparedness plan and procedures as staff come back to the workplace. Oman discussed updating the fee schedule, budget 2021 worksheets, the employee picnic, and the upcoming Labor Management Committee (LMC) and Employee Benefits Committee (EBC) meetings. Oman requested that all Department Heads and Managers provide ideas regarding technological processes or updates.

Round Table:

- Karly Fetters – HR Manager Karly Fetters stated that the Mille Lacs County Preparedness Plan is currently under review by Pat and Holly. Fetters discussed safety processes for reopening the County buildings and general guidelines for staff. Fetters stated that the Preparedness Plan is anticipated to be reviewed at the May 19, 2020 County Board Meeting.
- Noelan Lange – Facilities Operations Manager Noelan Lange reviewed disinfecting procedures, custodians' cleaning schedules, the rotunda glass project, and the extension office project. Lange discussed wellness signs placed in each conference room and the glass hung in the Administrative Services Office (ASO) and Court Administration. Lange discussed the ongoing Wahkon project and the 2021 Enterprise vehicle lease program.
- Kevin Schultz – Highway Maintenance Superintendent Kevin Schultz stated that business is being conducted as usual in Public Works.
- Mike Virnig – Technology Services Manager Mike Virnig stated that Technology Services (TS) is continuing to advance the use of technology in the County. Mike discussed the difference between WebEx and Zoom video conferencing and the security features that Webex has over Zoom. Mike reviewed how the Lenovo laptops can be incorporated following the end of teleworking and the major upgrade to the firewall system.

- Beth Crook – Community and Veterans Services (CVS) Director Beth Crook stated CVS is operating at full staff. Crook noted that there is plenty of work; Crook noted that CVS is working with the Minnesota Department of Health on contact-tracing training.
- Char Kohlgraf – Disability Unit Supervisor Char Kohlgraf stated that the disability unit has seen an increase in referrals; commitments have increased within the last few weeks.
- Paul Prokosch – Fiscal Supervisor Paul Prokosch stated that an increase in customer services calls had been received; otherwise business was continuing as usual.
- Beth Vanderplaats – Financial Assistance Services Supervisor Beth Vanderplaats stated that work was steady at this time in the financial unit.
- Suzanne Lelwica – Community and Veterans Services Assistant Director Suzanne Lelwica reviewed the revised funding for the parent outreach program for families in need.
- Kay Nastrom stated that the COVID-19 Task Force Meeting is being held weekly; Nastrom reviewed the current COVID-19 information for the State of Minnesota. Mille Lacs County is at 7 positive cases and 1 death.
- Ben Davis – Probation Department Director Ben Davis stated that business was continuing as usual.
- Joe Walsh – County Attorney Joe Walsh discussed the increase in substance control cases and staffing in the County Attorney’s Office.
- Don Lorge – Sheriff Don Lorge reviewed the online feedback received regarding the Stay at Home order.
- Daryl Moeller – County Assessor Daryl Moeller stated that one (1) assessor comes in each day to complete necessary tasks at the Historic Courthouse. Moeller reviewed tasks staff are completing and future options for property inspections. Moeller discussed preparing for the County Board of Appeal meeting.
- Michele McPherson – Land Services Director McPherson reviewed staff working in the office and staff working from home. McPherson stated that the tract book page assembly project was nearly completed.

- Eric Bartusch – County Auditor-Treasurer Eric Bartusch stated that property tax were being paid on time. Bartusch noted an increase in questions regarding delinquent taxes. Bartusch discussed the upcoming candidate filing period opening on May 19, 2020.
- Susan Shaw – Soil and Water Conservation District (SWCD) Director Susan Shaw discussed the tree sale distribution the prior week, with approximately 100 customers picking up trees they had purchased.
- Julie Peterson – Emergency Manager Julie Peterson discussed questions received from residents, reimbursement options, and daycare for essential workers. Peterson discussed the high rate of fires in the region.
- Mike Wimmer – Economic Development Manager Mike Wimmer discussed broadband services, the HVAC program available to businesses, and the Paycheck Protection Program.
- Dillon Hayes – Environmental Resources Manager Dillon Hayes discussed the high increase in permits, an increase in recycling interest, and the Household Hazardous Waste event that will still be held with social distancing measures.

Meeting adjourned at 10:53 a.m.