

The Administrative Committee met in Room 118 of the Administration Center.

Present: Supervisors Cronce, Stern, Becker, Dean and Schlenvogt. Staff: County Administrator Meaux, Assistant County Administrator Dzwinel, Benefits Manager Klumb, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel and County Clerk Winkelhorst.

Others Present: David Barrow, III, Lasata Nutrition Manager Gail Wilson and Cindy Smallish, Lasata Registered Nurse.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:03 A.M. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Becker, seconded by Supervisor Stern to adopt the agenda as revised. All members present voting aye. Motion carried. (5-0).

Public Comments/Correspondence/Communications: Mr. Barrow would like to recommend that there be an additional supervisor's packet available at every committee meeting for other interested guests to review.

Approve Minutes from May 23 and June 4 Meetings: Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the May 23 and June 4 minutes as mailed. All members present voting aye. Motion carried. (5-0).

Mr. Dzwinel stated that the employees involved in the grievance are not in attendance at this time. Chairperson Cronce moved ahead in the agenda.

Action Items:

Approve Requests to Fill Vacant Positions:

Human Services – Social Worker Supervisor, Full-Time (40.0hr/wk) Grade 112: Mr. Meaux explained that he requested that Human Services Director prepare a list of efficiencies in light of the Family Care and Aging and Disability Resource Center (ADRC) development. There have been efficiencies as a result of the mergers and therefore recommends this request.

Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request to fill the Social Worker Supervisor position. All members present voting aye. Motion carried. (5-0)

Equipment Operator – Highway, Full-Time, (40.0 hr/wk): Mr. Meaux explained that this has been endorsed through the Public Works Committee and that the Highway Department has already been short staff. The position generates revenue through the state maintenance contracts.

Motion made by Supervisor Stern, seconded by Supervisor Schlenvogt to approve the request to fill the Equipment Operator position. All members present voting aye. Motion carried. (5-0)

Approve Resolutions:

Commendation William Steck: Motion made by Supervisor Schlenvogt, seconded by Supervisor Stern to approve the commendation resolution for William Steck. All members present voting aye. Motion carried. (5-0)

Amending Policy and Procedure Manual Cost of Living Increase Guidelines: Mr. Meaux provided a summary on the intent of the resolution. This was an attempt to draft a policy that would always be subject to review and consideration by committee and board. Supervisor Dean felt that this was a conflict of interest to include listing the county board and tying their pay increase to the employees pay increase. Discussion on the possible conflict of interest. Mr. Meaux stated that this was meant to develop a policy and to be able to assist with budget preparation.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Dean to place it on file. (Note: this motion would put it on the committee record but no action would be taken) Supervisor Dean would like it noted that he is against the resolution. Discussion on the motion. Supervisor Dean requests to remove his second on the motion. Supervisor Schlenvogt amended his motion to deny amending the Policy and Procedure Manual cost of living increase resolution. Supervisor Dean seconded the motion. All members present voting aye. Motion carried. (5-0)

8:25AM Human Services Directory Haupt, Mental Health ADOA Coordinator Kojis and Finance Director Lamb joined the meeting.

Review and Approval of Health Insurance for Part-Time Psychiatrist – per Sec. 4.03(13)(a)1.(a)2 Policy and Procedure Manual: Mr. Haupt stated that this was previously done for another contracted psychiatrist and would like to offer the option of purchasing our health insurance plan to another psychiatrist. Mr. Haupt stressed the importance of contracted psychiatrists who work well with the department and that they provide not only a service to the clients but can impact the budget by reducing the need for hospitalizations. Discussion on the policy, the possible budget impact and annual review. Mr. Meaux is recommending approval.

Motion made by Supervisor Dean, seconded by Supervisor Becker to approve on an exception basis. All members present voting aye. Motion carried. (5-0)

Chairperson Cronce reverted back to the order of the agenda.

Decision on Lasata Grievances 2008-07 & 09: Mr. Dzwinel stated that the union has withdrawn these grievances. Mr. Dzwinel will request a letter withdrawing and that will close the file.

Approve Out-of-State Travel Sheriff's Lieutenant to Attend FBI National Academy: Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the out-of-state travel and the advance funding of \$825. Chairperson Cronce questioned the two amounts on the support document, \$1,100 and \$825. Discussion on the amounts. Mr. Lamb stated the committee could go with either amount. The vote was then taken on the motion. All members present voting aye. Motion carried. (5-0)

Approve Advance Funding for Out-of State Travel Request – Sheriff’s Lieutenant to attend FBI National Academy: Included in the previous motion.

Approve Budget Amendment-Aging & Disability Resource Center: Mr. Lamb requested that this item be tabled as there are some unresolved questions. Motion made by Supervisor Becker, seconded by Supervisor Stern to table this request. All members present voting aye. Motion carried. (5-0)

Department Reports:

County Clerk’s Report: Discussion on interdepartmental and intergovernmental revenues. There were no further questions on the report.

Human Resources Report: Mr. Dzwinel reminded the committee that next month a representative from Wisconsin Group Health Trust will be here to review the annual insurance data. There will be wellness options also presented at the next meeting. Discussion on the date for the initial exchange with the OPEIU representatives. The consensus of the committee is to meet on August 20 at 5:00 pm.

Discussion on the recruitment update in the report that was included in the packet. Mr. Dzwinel also reported that budget was over on advertising costs due to the ADRC and Human Services recruitment.

Mr. Meaux will be bringing forward at the next meeting a request to name Mr. Dzwinel as the Human Resources Director along with his current title as Assistant County Administrator.

8:50AM Treasurer Makoutz and Assistant Technology Resource Director Lusty joined the meeting.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Ms. Lusty stated that the disposed hardware will be picked up next week. Technology Resources is investigating using scheduling program with the current version of QREP in the Sheriff’s Department. The electronic citation/accident program for the Sheriff is scheduled for fall. Currently working on upgrading the Microsoft office program in the departments.

Supervisor Dean updated the committee on the meeting with TR Director Buhler and Mr. Meaux regarding the disaster recovery program. Mr. Buhler will clarify to the committee the three phase plan at the next meeting.

Treasurer’s Report: Ms. Makoutz reported that all the paperwork has been completed for the installation of the remote deposit equipment and software. Implementation to start on July 2. Bank Mutual will now be assisting in tax collection and also offered a rate of 2.9% for a money market rate. Liquid cash of \$5,000,000 was transferred to them. PWSB will change their rates to that of the pool effective June 25. Sales tax revenue remains totally unpredictable. The tax certificate balance is coming down due to a payment on a prior tax delinquency and to a recent foreclosure purchase by a lender. Delinquent statements are at 636 compared to 497 last year. Cash balance is down from last May. Some of the difference is due to 3 payrolls in May of this year whereas there were 2 in May 2007. Also there were 5 Fridays releasing A/P checks in May and only 4 in 2007.

Finance Director's Report: Mr. Lamb reported that the Comprehensive Annual Financial Report (CAFR) was recently completed. He reviewed the following: Statement of Net Assets; Statement of Activities; Statement of Revenues, Expenditures and Changes in Fund Balances Governmental Funds; Combining Statement of Revenues, Expenditures and Changes in Fund Balances Nonmajor Governmental Funds; Statement of Net Assets Proprietary Funds; Statement of Revenues, Expenses and Changes in Fund Net Assets Proprietary Funds and Statement of Cash Flows. Discussion on enterprise funds and central financing.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the Claims & Wire Transfers summary sheet for May in the amount of \$6,435,667.88. All members present voting aye. Motion carried. (5-0)

Conference/Convention & Meeting Attendance Report: There was nothing to report.

Next Meeting Date: Friday, July 25 – 8:00 AM

Adjournment: Motion made by Supervisor Stern, seconded by Supervisor Becker to adjourn. All members present voting aye. Motion carried. (5-0)

Meeting adjourned at 9:40AM

*Julianne B. Winkelhorst, County Clerk*