

The Administrative Committee met in Room A-200 of the Administration Center.

Present: Supervisors Cronce, Stern, Becker and Dean. Staff: County Administrator Meaux, Assistant County Administrator Dzwinel, Finance Director Lamb, Benefits Manager Klumb, District Attorney Office Services Supervisor Marx, Building Superintendent Behlen, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel and County Clerk Winkelhorst.

Others Present: Supervisors Walerstein and Geracie and LAW Labor Consultant Ben Barth

Absent: Supervisor Schlenvogt

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 Stern, seconded by Supervisor Becker to adopt the agenda as revised. All members present voting aye. Motion carried. (4-0).

Public Comments/Correspondence/Communications: There were no public comments, correspondence or communications at this time.

Approve Minutes from March 28 and May 7 Meetings: Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the March 28 and May 7 minutes as mailed. All members present voting aye. Motion carried. (3-0). Supervisor Dean abstained.

Chairperson Cronce announced that Lasata Grievances 2008-07 and 09 are postponed at this time.

Motion made by Supervisor Dean, seconded by Supervisor Stern to enter into closed session pursuant to Section 19.85 (1)(c) of the Wisconsin State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (4-0)

Closed Session – Pursuant to Section 19.85 (1) (c) of the Wisconsin State Statutes:  
Lasata Grievances 2008-07, 09, 21 and 22: 8:05 AM entered in to closed session. Present: Cronce, Stern, Becker, Dean, Walerstein, Geracie, Fogel, Meaux, Luedtke, Dzwinel, Klumb, Barth and Winkelhorst.

Review of Proposed Lasata Union Contract Agreement 2007-2008:

Motion made by Supervisor Becker, seconded by Supervisor Dean to enter into open session. Roll call vote taken. All members present voting aye. Motion carried. (4-0)

Open Session: Entered into open session at 8:34 AM. Present: Cronce, Stern, Becker, Dean, Walerstein, Geracie, Fogel, Meaux, Luedtke, Dzwinel, Klumb, Barth, Marx, Behlen, Lamb and Winkelhorst.

Decision on Lasata Grievances 2008-07, 09, 21 and 22: Chairperson Cronce reminded the committee that action will not be taken on 2008-07 and 09. Motion made by Supervisor

Dean, seconded by Supervisor Stern to deny Lasata grievances 2008-21 and 22. All members present voting aye. Motion carried. (4-0)

Approve Proposed Lasata Union Contract Agreement 2007-2008: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the Lasata Union Contract Agreement 2007-2008. All members present voting aye. Motion carried. (4-0)

8:35 AM Fogel, Luedtke, Barth and Geracie left the meeting. Deputy Clerk of Courts Kubowicz and Social Worker Supervisor Peterson joined the meeting.

Action Items:

Approve Requests to Fill Vacant Positions:

Clerk of Courts-(2) Office Assistant III, Part-time (20 hr/wk), OPEIU Union: Ms. Kubowicz explained that this request is to fill two part-time positions. One has been vacant for several weeks and the other has taken the full-time Judicial Clerk I position that was vacant. She further explained the need to maintain staffing levels. Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the request to fill both part-time positions. All members present voting aye. Motion carried. (4-0)

9:40 AM Kubowicz and Marks left the meeting.

Human Services – Child Protective Services – Social Worker II, Full-time (37.5 hr/wk), OPEIU Union: Mr. Peterson reviewed the request stating that the previous employee had taken another position with the Aging & Disability Resource Center. Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the request to fill the CPS Social Worker II position. All members present voting aye. Motion carried. (4-0)

Human Services – Long Term Care Case Manager-Social Worker II, Full-time (40 hr/wk), OPEIU Union: Mr. Peterson explained that this was put on the agenda not knowing if Community Care Inc. was going to hire for this position. Mr. Peterson indicated that Community Care will hire a position to meet their need.

Motion made by Supervisor Dean, seconded by Supervisor Becker that the Long Term Care Case Manager position be filled through Ozaukee County if Community Care Inc. is unable to do so and funding to come from Family Care revenue. Discussion on the contract agreements with Community Care. All members present voting aye. Motion carried. (4-0)

Human Services – Certified Nursing Assistant (CNA) Limited Term, Part-time (12-15 hrs/wk): Mr. Peterson is requesting permission for a limited term employee for 12-15 hours per week for 9 weeks a total of 135 hours due to a CNA taking maternity leave. There are no benefits and this is covered under Medicaid and Family Care funds. Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request for a limited term employee. All members present voting aye. Motion carried. (4-0)

8:45 AM Peterson left the meeting.

Facilities Management – Justice Center-Janitor-Part-time (17.5 hr/wk, every two weeks), OPEIU Union: Mr. Behlen reviewed the request to fill the position for 17.5 hours per week with two weeks on and two weeks off. Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the request to fill the Janitor position conditional upon the Pub-

lic Works Committee's approval. All members present voting aye. Motion carried. (4-0)  
This will be on the Public Works agenda for June 4.

Approve Request to Study Positions:

Transit Services – Office Assistant: Mr. Meaux explained that this is a management request, it was discussed at the Public Works Committee and he is recommending approval. Mr. Dzwinel stated that this position was created two years ago to fill a fiscal need in the Transit Department and the job description was created on what the duties were assumed to be. This process will confirm if the duties versus pay grade are correct. Discussion on review of the department operations. Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to study the Office Assistant position. All members present voting aye. Motion carried. (4-0)

ADRC-Nutrition Program Manager: Mr. Dzwinel reviewed the request that was last studied in 2003. The position's responsibilities have significantly changed by assuming fiscal, budgetary and supervisory responsibilities. Discussion on the changes in the ADRC. Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the request to study the position conditional upon the Aging & Long Term Care Committee's approval. Discussion on reviewing the Policy & Procedure Manual that this would need oversight committee approval as it currently does not. The vote was then taken on the motion. All members present voting aye. Motion carried. (4-0)

Approve Resolution – Transfer of Funds:

Facilities Management – Bell Tower: Mr. Meaux reviewed the request to include the masonry bid and the alternate bid for the roof on the tower. Discussion on the possible life of the roof on the tower and the reasons the alternate bid is being considered. Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the fund transfer for \$200,000 from the Capital Reserve account to include the base bid and the alternate.

9:15 AM Captain Ebert, Public Works Director Dreblow and Technology Resources Director Buhler joined the meeting.

Mr. Dreblow explained that the tower needs to be addressed and it would be the opportune time to take care of the roof. When considering replacement of the roof of the Administration Center building, that would be more of a routine type of project, but the roof on the tower would have added mobilization cost if done at a later time. A slate roof will have approximately a 75 year life. No one has been on the tower since it was installed to determine the condition of the existing roof. Discussion on the possible future costs.

Mr. Dreblow further explained that in the bid it calls for the stone to be washed with a chemical wash on the tower. During the mockup it was discovered that using a low PSI water wash the stones could be cleaned. Once we have entered into a contract Ms. Weiss would negotiate a change order to eliminate the chemical wash and go to a low PSI wash. This would generate some savings.

The vote was then taken on the motion to approve the fund transfer for \$200,000 for the base bid and the alternate bid for the bell tower. All members present voting aye. Motion carried. (4-0)

Planning & Parks – Shady Lane Property: Mr. Meaux explained that this reflects the decrease in revenue as the property is no longer a rental property and an increase in the expenses. Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the fund transfer request for the Shady Lane Property. All members present voting aye. Motion carried. (4-0)

9:33 AM Dreblow and Walerstein left the meeting.

Sheriff's Department-Building Improvements: Captain Ebert explained that this request is to complete the project begun in 2005. The transfer of \$15,000 from the Jail Assessment fund is to cover the unexpected over run cost of the initial project and the emergency repairs to the security camera system. Discussion on the balance in the Jail Assessment fund.

Motion made by Supervisor Dean, seconded by Supervisor Stern to approve the fund transfer request from the Jail Assessment fund. All members present voting aye. Motion carried. (4-0)

Approve Request to Use Budgeted Funds to Complete Office Remodeling-County Clerk: Ms. Winkelhorst reviewed the request to use budgeted funds left over from the purchase of the mail machine to finish the remodeling project in the County Clerk's office. This project was originally cut from the budget. Chairperson Cronic questioned the possible transfer between the County Clerk and Facilities. Mr. Lamb stated that might be appropriate and would allow for tracking for capital improvement. Mr. Lamb suggested a carryover for next year which would encourage the clerk to keep under budget for the amount and carry-over next year for the project. Discussion on the suggestion, the need and a possible transfer.

Motion made by Supervisor Dean, seconded by Supervisor Becker to approve a transfer from the County Clerk to the Facilities Maintenance account to be used for the project as described. All members present voting aye. Motion carried. (4-0)

Supervisor Dean requested the possible use of digital photos when necessary for projects such as this to be included in the packet.

Approval for County Board Chairperson Brooks to Hire Outside Legal Counsel Relating to the Land Transfer of the Ice Center: Mr. Meaux explained that in the past a lot of contracts were poorly written. Corporation Counsel was not consulted on these contracts. Discussion on the amount and where these funds are available. Motion made by Supervisor Stern, seconded by Supervisor Becker to approve the hiring of legal counsel specifically relating to the land transfer of the ice center for up to an amount not to exceed \$5,000 with funding from the Human Resources Legal account. All members present voting aye. Motion carried. (4-0)

Department Reports:

County Clerk's Report: Ms. Winkelhorst reported that revenues are down slightly with marriage licenses.

Human Resources Report: Mr. Dzwiniel provided union updates. Health insurance update in the packet and the analysis of the reports will be presented at the July meeting.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that he will be contacting the vendor to dispose of old equipment. The Register of Deeds will be the first to use Windows Vista, as part of their application with Fidlar requires the latest version. On the radio system upgrade they are working with Highway on the site work. On the wireless 911 upgrade the vendor and mapping is still an issue. Discussion on the status of the disaster recovery. Supervisor Dean would like this addressed at a future meeting of the committee. Mr. Dzwinel suggested that we look not only at the Technology Resource Department but countywide.

Treasurer's Report: Ms. Makoutz stated that installation and testing of the remote deposit equipment and software with Port Washington State Bank (PWSB) is moved to June. Bank Mutual, for the first year will assist in the second half tax collection. They are joining PWSB and Ozaukee Bank NA in this effort. The County will receive the State School Aids on July 25th instead of August 15<sup>th</sup>. The Lottery and Gaming Credit funds will be paid directly next year to the county and the county will distribute the funds to the taxing jurisdictions. Both of these changes will increase our earnings. Sales tax revenue is up 8.5% from last year for the first quarter. Interest and penalty income is up 13.5% on delinquent taxes from last year. Interest revenue is down 44% from last year. As of April 19th PWSB reduced the rate on our accounts to the Local Government Investment Pool (LGIP) account less 10 points. Ms. Makoutz transferred the liquid funds into the LGIP to maximize our earnings. Since the beginning of the year, our liquid account rate at PWSB dropped 1.75 and LGIP dropped 1.34.

Finance Director's Report: Mr. Lamb distributed informational materials for the members. Mr. Lamb reported that the General Fund is down which was expected and budgeted for. The total outstanding general obligation debt at the end of 2007 was \$8,538,333.

Mr. Meaux stated that Ozaukee County has received the "Distinguished Budget Preparation Award" and the "Certificate of Achievement for Excellence in Financial Reporting" from the Government Finance Officers Association. These were presented to the Department of Administration for the work that was done by Finance Director Lamb, Financial Systems Analyst Brandner, Assistant County Administrator Dzwinel and Mr. Meaux.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Stern to approve the Claims & Wire Transfers summary sheet for March in the amount of \$524,219.40 and April in the amount of \$6,839,534.92. All members present voting aye. Motion carried. (4-0)

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

Next Meeting Date: Friday, June 27 – 8:00 AM

Adjournment: Motion made by Supervisor Stern, seconded by Supervisor Dean to adjourn. All members present voting aye. Motion carried. (4-0)

Meeting adjourned at 10:57AM

*Julianne B. Winkelhorst, County Clerk*