

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

Present: Supervisors Cronce, Schlenvogt, Zens and Becker. Staff: County Administrator Meaux, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel, Human Resources Director Dzwinel, Finance Director Lamb, Senior Benefits Specialist Klumb and County Clerk Winkelhorst.

Absent: Supervisor Dean

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:03AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Becker, seconded by Supervisor Zens to adopt the agenda as revised. All members present voting aye. Motion carried. (4-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the December 19 Meeting: Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to approve December 19 minutes as submitted. Supervisor Zens requested to abstain. There were no objections. The majority of members present voting aye. Motion carried. (3-0).

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to enter into closed session pursuant to Section 19.82(1) of the WI State Statute. Roll call vote was taken. All members present voting aye. Motion carried. (4-0)

Closed Session – Pursuant to Section 19.82 (1) of the WI State Statute: Review of Ozaukee County’s Final Settlement Offer – Lasata Labor Agreement 2009-2011: 8:04AM entered into closed session. Present: Cronce, Becker, Zens, Schlenvogt, Meaux, Dzwinel, Lamb, Luedtke, Fogel, Klumb and Winkelhorst.

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

Open Session – Approval of Ozaukee County’s Final Offer – Lasata Labor Agreement 2009-2011: 8:16AM Present: Cronce, Becker, Zens, Schlenvogt, Meaux, Dzwinel, Lamb, Luedtke, Fogel, Klumb, Winkelhorst, Buildings Superintendents Behlen and Hicks, Assistant Corporation Counsel Gorden and Technology Resource Director Buhler.

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the County’s final offer of the Lasata Labor Agreement 2009-2011. All members present voting aye. Motion carried. (4-0)

Action Items:

Request to Fill Positions:

Highway Department – Equipment Operator-Full-Time-OPEIU: Mr. Dzwinel reviewed the request. The vacancy occurred due to an employee termination.

8:20AM Treasurer Makoutz joined the meeting.

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the request to fill the Equipment Operator position. All members present voting aye. Motion carried. (4-0)

Facilities Management–Admin. Center– Maintenance Mechanic-Full-Time, Paygrade 8: Mr. Hicks explained that this vacant position was due to an unexpected resignation. The position was created at the reorganization about two years ago. Chairperson Cronce

questioned the structure of this position as to whether it would remain the same. Mr. Hicks stated that he will be increasing the skill requirements for the position.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the request to fill the Maintenance Mechanic position. All members present voting aye. Motion carried. (4-0)

Facilities Management – Justice Center – Night Janitor-Part-Time, 455 hours Annually, OPEIU, PayGrade 2: Mr. Behlen presented the request. The previous employee resigned. This position works two weeks on and two weeks off.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the request to fill the Night Janitor position. All members present voting aye. Motion carried. (4-0)

Facilities Management – Justice Center-Maintenance Lead Worker, Part-Time, 15.00 hours weekly, Non-Represented Position, Paygrade 101: Mr. Behlen reported that this vacancy was due to a termination. He further stated that this position should be 17.5 hours and was not updated in the Policy and Procedure Manual after the reorganization. Mr. Dzwinel concurred that the position has been working 17.5 and it is budgeted as such.

Motion made by Supervisor Becker, seconded by Schlenvogt to approve the request to fill the Maintenance Lead Worker position. All members present voting aye. Motion carried. (4-0)

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the increase to 17.5 hours per week, to reflect what was approved in the original reorganization but was not listed in the Policy and Procedure Manual. This will be looked at by staff. If an administrative error it will be corrected, otherwise it will go before the County Board as a P & P Manual change. The vote was taken on the motion. All members present voting aye. Motion carried. (4-0)

Review/Approve Completed Job Evaluation – Child Support Paternity Specialist, Assistant Corporation Counsel: Ms. Gorden explained that the incumbent has been performing the duties since January 2008 following a retirement in the Child Support Office. Furthermore the incumbent is requesting back pay retroactive to the time of the request.

Mr. Dzwinel stated that the agreement with the union states that there is not retroactive pay when the job evaluation is a management request. Because the evaluation was requested by Ms. Gorden, the pay increase will go into effect upon approval of the County Board.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the change in paygrade for the Child Support Paternity Specialist from a paygrade 7 to paygrade 8. All members present voting aye. Motion carried. (4-0)

Review/Approve Report of County Board-Citizen Attendance & Mileage: Chairperson Cronce had some questions on the report. Discussion on the report. Ms. Winkelhorst clarified some dates in question and will refer to staff for more clarification. All supervisors will be given a copy of their personal report in the County Board packet and per directive from County Board Chairperson Brooks any corrections will be made prior to approval at the board meeting.

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the report authorizing the clerk to handle any corrections that may come forth from supervisors prior to County Board approval. All members present voting aye. Motion carried. (4-0)

Review/Approve Budget Transfer for Emergency Management: Mr. Lamb explained that these grants were awarded by the Homeland Security Program and now the County was ready to expend the funds. \$50,000 – portable security and surveillance camera unit; \$39,239 – vehicle for towing Sheriff & Emergency Management equipment and \$288,000 - equipment for radio interoperability with Milwaukee County.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the budget transfer request for Emergency Management in the amount of \$377,239. All members present voting aye. Motion carried. (4-0)

Review/Approve Write-off 2008 Uncollectible Accounts: Chairperson Cronce noted a clerical error in the summary page from the report. The correct amount for private pay should reflect \$13,796.19 with a corrected total of \$19,036.62. Discussion on the report and collection processes, Medicaid issues etc.

Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the report, as corrected, for write-off of uncollectible accounts for a total of \$19,036.62. All members present voting aye. Motion carried. (4-0)

Department Reports:

County Clerk's Report: Report included in the packet. There were no further questions.

Human Resources Report: Report included in the packet. Discussion on Workmen's Compensation claims.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that there are still some issues on receiving the data for the Private Onsite Wastewater System from Carmody and Corporation Counsel is now involved.

All fiber optic cabling for the internet bandwidth expansion is completed. Waiting on the routers to complete installation/cutover.

Mr. Buhler stated that there is used equipment that is available for non-profit agencies.

Treasurer's Report: Ms. Makoutz reported that cash is \$5.1 million higher at the end of 2008 than 2007. Two million of the higher cash can be explained for monies received and unspent for Family Services that will be paid back to the State in January and February of 2009.

Comparing December 2007 to 2008, the pool rate dropped 2.99%. Interest and penalty revenue for 2008 is \$20,000 higher than budgeted. Interest revenue is down \$163,000 than budgeted. Delinquent taxes are up 23.3%. Sales tax revenue is up \$258,932 through October. November and December is not in yet.

Ms. Makoutz stated that settlement for taxes paid in December was slightly down as there were problems with the municipalities receiving escrow checks. Many escrow checks were received the second week in January 2009.

Ms. Makoutz reviewed the status of the properties that are currently on the foreclosure list. The majority are expected to settle. Discussion on the process of foreclosures.

Finance Director's Report: Mr. Lamb stated that if the intent is to prepay the Unfunded Pension Liability loan is still as planned, the state needs to be given 30 days advance notice. The annual payment is due March 15 and prepayment can be made any time until July 31. Discussion on the current economy and the timeline for prepayment. Mr. Lamb stated that this was already a budgeted item and approved by the County Board. The consensus of the committee is to follow through with the plan to prepay the Unfunded Pension Liability loan.

Mr. Lamb reported that they will delay the normal approval for the schedule of vouchers until next month, then all 2008 Accounts Payable will be in one batch.

The Finance staff is about 90% complete regarding a users' manual detailing how all procedures are accomplished in the County's accounting software of record. They are currently working on the Policy and Procedures portion detailing job duties/responsibilities, internal controls, record retention, processes and due dates, etc. Mr. Lamb's goal is to have the users' manual completed and the P&P 75% completed when the auditors arrive for year end.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the Claims & Wire Transfers summary sheet for January in the amount of \$1,248,243.60. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: There were none.

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

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

Meeting adjourned at 10:20AM

Julianne B. Winkelhorst, County Clerk