

Port Washington, Wisconsin  
September 25, 2009

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

Present: Supervisors Becker, Zens, Dean and Cronce (10:42am). Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Treasurer Makoutz, Sheriff Straub, District Attorney Gerol, Financial Analyst Phillips and County Clerk Winkelhorst.

Absent: Supervisor Schlenvogt

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 10:09AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Zens, seconded by Supervisor Dean to adopt the agenda as presented. All members present voting aye. Motion carried. (3-0).

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the August 28 Meeting: Motion made by Supervisor Zens, seconded by Supervisor Dean to approve August 28 minutes as submitted. All members present voting aye. Motion carried. (3-0).

Vice-Chairperson Becker requested to move ahead in the agenda. There were no objections.

Action Items:

Review/Approve to Fill Vacant Positions:

District Attorney's Office – Paralegal, OPEIU Union Pay Grade 7, 18.75 (hrs/wk): Mr. Gerol explained that this request is due to an unexpected vacancy. He reviewed the job duties. The job load has increased with no assistance from the State.

Supervisor Dean suggested that this position be revisited after the budget process is over. Mr. Meaux commented that this position is an efficient way to staff the office and is needed based on the caseload analysis. The position is included in the budget. Discussion on the workload and staffing.

Motion made by Supervisor Dean, seconded by Supervisor Zens to approve the request to fill the part-time 18.75 hrs/wk, OPEIU, pay grade 7, Paralegal position. All members present voting aye. Motion carried. (3-0)

Vice-Chairperson Becker reverted to the order of the agenda.

10:24AM Mike Konecny and Jay McMahan, Schenk Governmental Solutions joined the meeting.

Discussion Item:

2008 Financial Reports – Representatives of our Audit Firm, Schenk Governmental Solutions: Mr. McMahan reviewed the firm's observations from the audit. There were no significant deficiencies in internal control. The county does their financial statement which is an evolving practice and the county has progressed to taking a major role in that. There was a slight increase in the General Fund since the beginning of the year. This was accomplished mostly through unspent appropriations. There was an increase in delinquent personal property taxes which is common with most counties. This is not budgeted for and affects the cash flow and reduces the undesignated fund balance

The County is in solid financial shape. There were two negative fund balances, Human Services and Highway Roads and Bridges. The firm supports the ongoing transition with the County Finance Department centralization. The recommendation is for the County to as-

sume more inventory recording of State and Federal programs in the future and a minor change in the internal control for approving disbursements from Highway and Lasata and that there is more of an acknowledgment of approving them at the department level.

10:42AM Supervisor Cronce in attendance, Technology Resource Director Buhler joined the meeting and Supervisor Dean out of attendance.

Vice-Chairperson Becker will continue to assume the role of the Chairperson.

Maintenance Department Justice Center: - Two Night Janitor Positions, OPEIU Union Pay Grade 2, 17.50 (hrs/wk): Mr. Meaux stated that these are rotated positions that are needed to maintain the buildings.

Motion made by Supervisor Zens, seconded by Supervisor Cronce to approve the request to fill the two vacant OPEIU, pay grade 2, 17.50 hrs/wk rotating night Janitor positions. All members present voting aye. Motion carried. (3-0)

Review/Approve to Hire limited Term Employees for H1N1 Response – Public Health: Mr. Meaux explained that this request is tied to a grant and that there is no levy involved. Mr. Meaux's recommendation is to take up this item and the associated grant at a special meeting prior to County Board. Due to the timeliness of the grant this will be on the County Board agenda as well.

Motion made by Supervisor Zens, seconded by Vice-Chairperson Becker to table this review to the October 7 Administrative meeting at 8:45AM prior to County Board. All members present voting aye. Motion carried. (3-0)

Review/Approve Budget Amendment Requests:

Aging & Disability Resource Center: Mr. Lamb explained that this request is capturing monies to transfer to the General Fund from indirect cost billed under the 2008 County Cost Allocation Plan.

Motion made by Supervisor Zens, seconded by Vice-Chairperson Becker to approve the budget amendment request in the amount of \$50,260. All members present voting aye. Motion carried. (3-0)

Sheriff – Jail Building Improvements: Sheriff Straub explained that this is a security upgrade to the outdoor recreation area at the jail.

Motion made by Vice-Chairperson Becker, seconded by Supervisor Cronce to approve the budget amendment transfer in the amount of \$22,180. All members present voting aye. Motion carried. (3-0)

Vice-Chairperson Becker recommended that the following four Emergency Management grant items be included in one motion. There were no objections.

Emergency Management – Id/Credentialing Equipment Grant: This grant will provide for the purchase of an identification & credentialing equipment to use if deployment of emergency responders is required. The grant award is \$15,000.

Emergency Management – UASI EOC Tech. Upgrades Grant: This grant will provide for a telephone conferencing capabilities in the Emergency Operations Center (EOC); the purchase of a Blackberry Enterprise Communication System for use with blackberry devices; and security system upgrades in the EOC. The grant award is \$9,000.

Emergency Management – Mobile Radio Assistance Grant: This grant will provide additional funds for the Sheriff's Office to purchase mobile radio equipment. Sheriff Straub explained that money is budgeted every year for radios, so the match is identified in the budget. The grant award is \$2,000.

Emergency Management – Homeland Security MARC Repeater ID: The grant will be used to equip Mutual Aide Radio Communications (MARC) repeaters with automated identification circuitry & functionality per Wisconsin Statewide Communication Interoperability plan (WISCIP). The grant award is \$1,000.

Motion made by Supervisor Cronce, seconded by Supervisor Zens to approve acceptance of the Homeland Security Grants in the amounts of \$15,000, \$9,000, \$2,000 and \$1,000. All members present voting aye. Motion carried. (3-0)

Review/Approve Report of Dog License Listing Reimbursement: This report is for the Dog License Listing claim pursuant to Section 174.06 of the Wisconsin State Statutes.

Motion made by Supervisor Cronce, seconded by Supervisor Zens to approve the dog license listing reimbursement to the Municipal Treasurers as required by Wisconsin Statutes for a total amount of \$2,591. All members present voting aye. Motion carried. (3-0)

Review/Approve the H1N1 (Swine Flu) Policy: Mr. Dzwinel stated that this is a policy for the employees that sets standards and expectations to minimize any impact associated with a H1N1 outbreak. Mr. Meaux commented that the State is encouraging all employers to adopt an official policy for their records.

Motion made by Vice-Chairperson Becker, seconded by Supervisor Zens to approve the H1N1 Policy. All members present voting aye. Motion carried. (3-0)

11:00AM Supervisor Dean in attendance.

Approval of Proposal of Disaster Recovery, Virtualization and Storage Area Network (SAN): Mr. Buhler stated that he had discussions on disaster recovery planning with seven different vendors over the last 18 months. In-depth discussions were held on the platform, building structures and various software packages that are being run. The plan is for the servers at the Administration Center (AC) and storage to be replicated at the Justice Center (JC) and for the JC servers and storage replicated at the AC. In addition about 60% of the current servers are over four years old and will have problems expanding disk storage on them as individual units.

Five companies presented proposals. In all cases, he requested references from all counties or cities that they are doing business with. Three had clients in Wisconsin government. Mr. Buhler communicated with the client references to find out how the transition went as they structured from a traditional server base platform onto a virtual server environment. He also asked if they had included storage area network (SAN) solution and disaster recovery. In 95% of the cases they had.

Mr. Buhler is also proposing the consolidation of all storage into a SAN at both the Administration and Justice Center sites to allow for more efficient allocation for the storage and have a redundant copy at the respective alternate site should a primary site become inoperable. Another proposal is for the virtualization of all network servers to provide the ability to locate applications virtually to take advantage of processing resources available.

Mr. Buhler presented the HP LeftHand SAN solution that he felt was the best option for the county. Discussion on exposure and the benefits of this solution. Monies are budgeted and Microsoft rollover money needs to be used by 2012. This is not something that needs to be done immediately. Supervisor Dean is concerned that some of the costs appear to be too high. He is in support of building a roll out plan to provide monies in future budgets. Supervisor Cronce questioned if there was additional cost risk for buying all at one time. Mr. Buhler stated that the purchases could be spread out over time to minimize risk.

Motion made by Supervisor Dean, seconded by Supervisor Cronce to table to a later meeting to allow Mr. Buhler to provide additional information on the what the cost would be to reuse

existing hardware, and the cost of the professional service fees. All members present voting aye. Motion carried. (4-0)

Motion made by Supervisor Cronce, seconded by Supervisor Dean to enter into closed session pursuant to Section 19.85(1) (e) and Section 1982 (1) of the WI State Statutes. Roll call vote was taken. All members present voting aye. Motion carried. (4-0)

Closed Session – Pursuant to Section 19.85 (1) (e) and Section 19.82 (1) of the WI State Statutes: 11:16AM entered into closed session. Present: Becker, Dean, Zens, Cronce, Meaux, Gerol, Straub, Lamb, Makoutz, Dzwinel, Winkelhorst, Public Health Director Madlom, ADRC Director Pike, Aging Services Manager Ferrell, Lasata Administrator Luedtke, Lasata Assistant Administrator Fogel, Human Services Director Haupt and UW Extension Director O’Neil.

Discussion was held on labor negotiations strategy.

Motion made by Supervisor Dean, 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: 11:54AM Present: Becker, Cronce, Dean, Zens, Meaux, Dzwinel, Winkelhorst, Lamb, Makoutz, Buhler, and Bill Schanen, Ozaukee Press.

Review/Approve Resolution Regarding Mandated Furlough Policy: Mr. Dzwinel distributed the revised policy. A question was raised regarding vacation time as stated in (b) 1. The intent is that if there is vacation time scheduled, the employee can request to turn that scheduled vacation day into a furlough day; however, you cannot take a furlough day and use compensatory, sick or vacation time as payment for that day.

Motion made by Supervisor Cronce, seconded by Supervisor Zens to approve the Mandated Furlough Policy. All members present voting aye. Motion carried. (4-0)

Approve Three Furlough Days for all County Employees, to be taken before December 31, 2009: After approval of the previous item, Mandated Furlough Policy, there is no need for discussion or action on this item.

#### Department Reports:

County Clerk’s Report: Ms. Winkelhorst reported on the change in the county election equipment vendor. Due to the uncertainty of the recent acquisition of Premier Election Solutions by Elections Systems & Software, Inc. the municipalities and the county will hold off on purchasing new election equipment in 2009. Report included in the packet. There were no further questions.

Human Resources Report: Mr. Dzwinel reported that \$500,000 more was paid in premiums than health insurance claims. Report included in the packet. There were no further questions.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler stated that training is going on now for Intermediate and Advanced Microsoft Word 2007 and Intermediate Excel 2007. This is open to the County employees and municipalities as well. Report included in the packet. There were no further questions.

Treasurer’s Report: Ms. Makoutz reported that cash ending August is approximately \$2,947,268 lower than last year. Part of the decrease is due to higher delinquent taxes the County settled for in August.

Interest and penalty revenue is up from last year. Sales tax for January – July showed a decrease of 6.6%.

Interest rates continue to decline. In December the Pool rate was 1.29% and is now .33%.

Ms. Makoutz commented that all delinquent taxes are paid from the general fund; the higher the delinquencies, the less we have available in the general fund.

Finance Director's Report: Mr. Lamb reported that fuel costs are less than budgeted. Report included in the packet. There were no further questions.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Cronce, seconded by Supervisor Zens to approve the Claims & Wire Transfers summary sheet for August in the amount of \$3,938,730.32. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: There were none

Next Meeting Date: Special Meeting – Wednesday, October 7 – 8:45AM prior to County Board  
Budget Meeting – Wednesday, October 7 – 1:00PM  
Budget Meeting – Thursday, October 8 – 8:00AM  
Regular Meeting – Friday, October 23 – 8:00AM

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

Meeting adjourned at 12:33PM.

*Julianne B. Winkelhorst, County Clerk*