

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

Present: Supervisors Cronce, Becker, Zens, Dean and Schlenvogt. Staff: County Administrator Meaux, Lasata Administrator Luedtke, Human Resources Director Dzwinel, Finance Director Lamb and County Clerk Winkelhorst.

Others Present: Supervisor Walerstein and Nicole Rokus, RN

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Chairperson Cronce at 8:02AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to adopt the agenda as presented. All members present voting aye. Motion carried. (5-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the January 22 Meeting: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the January 22 minutes as submitted. Supervisor Dean requested to abstain. The majority of members present voting aye. Motion carried. (4-0)

Motion made by Supervisor Becker, seconded by Supervisor Dean 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. (5-0)

Closed Session Pursuant to Section 19.85 (1)(c) of the WI State Statute:

Grievance Number 2009-14D & 2009-31D:

Grievance Numbers 2009-19D & 2009-28D: 8:04AM entered into closed session. Present: Cronce, Becker, Zens, Dean, Schlenvogt, Lamb, Meaux, Dzwinel, Walerstein, Luedtke, Rokus, Winkelhorst. Michelle Schmidt-CNA, LAW Representative Ben Barth, Lasata Union President Courtney Albinger, and Law Labor Consultant Michael Yogerst.

Motion made by Supervisor Dean, seconded by Supervisor Zens to return to open session. Roll call vote was taken. All members present voting aye. Motion carried. (5-0)

Open Session: 8:20AM reconvened into open session. Present: Cronce, Becker, Zens, Dean, Schlenvogt, Lamb, Meaux, Dzwinel, Luedtke, Walerstein, Winkelhorst, Assistant Corporation Counsel Gorden, Deputy Clerk of Courts Kubowicz, Technology Resources Director Buhler and Captain Guss.

Decision on Grievance Numbers 2009-14D & 2009-31D: This item was withdrawn.

Decision on Grievance Numbers 2009-19D & 2009-28D: Settlement was reached there was no action taken.

Action Items:

Request Approval to Fill Positions:

Office Assistant III, Part-time, 20 hrs weekly, OPEIU Pay Grade 5, Clerk of Courts: Mr. Dzwinel explained that this position has been vacant and was filled by staff from other departments temporarily. The job duties are divided between two part-time positions. Clerk of Courts Schmidt, who could not attend this meeting, would like the current employee in the other part-time position to assume up to 35 hours per week with no benefits. The concern by Mr. Schmidt is that the position remains even though there are no hours associated with it at this time.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the request to fill the vacant part-time position. Discussion.

Supervisor Dean noted that this position has been vacant and that there would be a savings in the budget if it is not filled. In the private sector people are being asked to do three times their normal workload, there is a financial crisis which is evident through the increase in benefits and all employees taking furloughs. This is not a time to approve positions. A creative way has been used in this position that should continue. Ms. Kubowicz stated that they are willing to work with the County if there are employees available to come in. This position should have been approved months ago but Mr. Schmidt was willing to work with the County and therefore should not be punished for being a "team" player. The other positions in the office are over-loaded and this would impact services. Supervisor Dean further commented that it is not a punishment but the need to continue to be creative.

Supervisor Zens commented that this is a request to increase the hours with a current employee and to leave the position open. That position is already budgeted. The work needs to be done in order to receive reimbursement for revenue. Mr. Schmidt has already sacrificed and shown creativity in the office.

Mr. Meaux stated that all positions are looked at closely. This has been creatively managed to date. He is recommending filling the position by increasing the hours of the other part-time employee. Mr. Schmidt has been creative over the years by consolidating functions within his office.

8:38AM Planning & Parks Director Struck and Treasurer Makoutz joined the meeting.

The vote was then taken on the motion to approve the request. The majority of members present voting aye. Motion carried. (4-1) Dean opposed.

Chairperson Cronce requested that the next two positions be considered in one action.

Judicial Secretary, Full-time, 37.50 hrs weekly, OPEIU Pay Grade 8, Clerk of Courts: Ms. Kubowicz explained that this request is due to a retirement. It is a key position and is mandated by the Supreme Court that the Judge may appoint a Judicial Assistant. State monies are received to assist in funding for this position.

Judicial Clerk, Full-time, 37.50 hrs weekly, OPEIU Pay Grade 7, Clerk of Courts: If the Judge appoints the current incumbent in this position, it will then become vacant and need to be filled.

Motion made by Supervisor Zens, seconded by Supervisor Becker to approve filling the Judicial Secretary and Judicial Clerk full-time positions. All members present voting aye. Motion carried. (5-0)

Office Assistant III, Part-time, 27.50 hrs weekly, OPEIU Pay Grade 5, Sheriff's Department: Captain Guss is requesting to fill an existing position. The department has been without this position since late August and has been backfilling with overtime. Services have been impacted. In the budget process this has been scaled back to part-time. Cost savings will be in overtime. There was also a savings realized in the 2009 budget as the wage was not paid and the overtime did not equate to the wage.

Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the request to fill the Office Assistant III, part-time position. All members present voting aye. Motion carried. (5-0)

8:53AM Human Services Director Haupt joined the meeting.

Child Support Specialist (Modifications)-37.50 hrs weekly, OPEIU Pay Grade 8, Assistant Corporation Counsel: Ms. Gorden explained that this position is vacant due to retirement and is a key position for managing the workload in the office. The position is two thirds funded by revenue from the State. Failure to comply with maintenance of effort standards required by the State would impact revenue which is performance based.

Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the request to fill the Child Support Specialist (Modifications) full-time 37.50 hours weekly position. All members present voting aye. Motion carried. (5-0)

Chairperson Cronic requested to move ahead in the agenda. There were no objections.

Review/Approve Write-offs Uncollectible Accounts – Corporation Counsel: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the write-offs of uncollectible accounts for October through December 2009 in the amount of \$15,621.84. All members present voting aye. Motion carried. (5-0)

Chairperson Cronic reverted back to the order of the agenda and requested that the next two positions be considered in one action.

Mechanic, Full-time, 40.00 hrs weekly, OPEIU Pay Grade 7, Planning & Parks:  
Greenskeeper/Cart Mechanic (Assistant Superintendent), Full-time, 40.00 hrs weekly, OPEIU Pay Grade 8, Planning & Parks: Mr. Struck explained that this is a full-time position at Mee-Kwon Golf Course and is vacant due to retirement. The current Greenskeeper/Cart Mechanic may apply for this position and then that position would become vacant. Mr. Struck is also recommending a title change from the Greenskeeper/Cart Mechanic to Assistant Superintendent. The request for the change is to maintain consistency for job applicants throughout the industry.

Mr. Struck provided an analysis in the packet that explained his objective of examining the current structure to determine if there might be alternatives that may be more cost effective and more efficient. The recommendation, after review of the alternatives, was determined that the current structure best serves the customers and provides the most efficient organization at the least overall cost. An estimated savings of \$13,000 would be realized as both positions would be starting at the bottom or low end of the pay grade.

Supervisor Dean complimented Mr. Struck on the outstanding report that was compiled in reviewing the positions. He further suggested that this report be used as a model as it showed the alternatives, specific conclusion, and cost reduction.

Mr. Meaux further commented that he worked with the department as well on this, and asked them to review alternatives. The request was approved by Public Works Committee. He further noted that the staffing is below the industry standard and that the golf courses are run efficiently with the current staff structure. He supports the recommendation.

Mr. Struck provided a clarification of the duties that are performed in the winter time as these are year round positions.

Motion made by Supervisor Dean, seconded by Supervisor Zens to approve the request to fill the Mechanic and Greenskeeper/Cart Mechanic full-time positions noting the title change of the latter to Assistant Superintendent. All members present voting aye. Motion carried. (5-0)

Request to Study Data Systems Administrator Position Reclassification – Human Services: Mr. Haupt explained that this position was created two years ago and at the time was not sure what could be accomplished with the position. The position has been developed and would like now to have it studied for reclassification. Discussion.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the request to study the Data Systems Administrator position for reclassification. All members present voting aye. Motion carried. (5-0)

Chairperson Cronic requested that the three commendations be considered in one action.

Review/Approve Commendations for:  
Elaine C. Carlson, Clerk of Courts:  
Ronald G. Weyker, Highway:

Robert T. Irwin, Planning & Parks: Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the commendations for Elaine Carlson, Ronald Weyker and Robert Irwin. All members present voting aye. Motion carried. (5-0)

Mr. Lamb reviewed the unaudited undesignated fund balance after proposed carryovers. Discussion.

Mr. Lamb provided a historical view over the last four years of carryovers citing that in 2006 the total carryover was \$850,000 with \$800,000 of that amount from the General Fund; 2007 - \$730,000 carryover with \$665,000 from the General Fund; 2008 - \$2 million carryover with \$812,000 from the General Fund; and 2009 \$1,316,000 carryover with \$540,000 from the General Fund. In comparison this year is the smallest amount from the General Fund however, in total we are higher. Mr. Lamb further explained that a lot of carryovers are items that were purchased and received in one year but not invoiced until after closeout of purchasing in January. This is what was spent out of the fund balance and carried over to amend the next year's budget.

Chairperson Cronic stated that with the increased number of carryovers, is there some way of encouraging the departments to complete their work plan or that billing is done by the end of the year. Mr. Lamb explained that there are always carryovers because purchase orders need to be closed in December and accounts payable is closed in January. He commended some of the department heads that don't do their capital projects until they are sure that their operations are in line to sustain it. Chairperson Cronic is suggesting looking at the smaller projects where there may be ways in the work plan to complete those projects timely. Discussion.

9:32AM Land Management Director Holschbach joined the meeting.

Review/Approve Transfer of Funds Resolution 2010: Mr. Lamb explained that these are increases in revenue. Motion made by Supervisor Becker, seconded by Supervisor Dean to approve the transfer of funds for 2010. All member present voting aye. Motion carried. (5-0)

Review/Approve 2009 Carryover of Unexpended Funds-General Fund Resolution: Mr. Lamb noted the carryover request from Technology Resources should be limited to their positive variance of \$67,000.

Parks carryover request in the amount of \$87,600, Mr. Lamb explained that this is everything that there is a positive variance on. He questioned the \$19,500 for the Interurban Trail maintenance. Mr. Struck explained that this is a two part carryover that is a match to a grant that the City of Port Washington has and also trail maintenance in the Town of Port Washington that Highway Department could not complete.

9:38AM Supervisor Walerstein left the meeting.

Mr. Lamb questioned the carryover request for Land and Water Management in the amount of \$47,713. Mr. Holschbach explained that there are projects that aren't completed and will be receiving revenue for projects not completed. Mr. Lamb stated that this should be rewritten to be included in the previous resolution for the transfer of funds as it is an increase in revenue.

Mr. Lamb would also like to amend the carryover request from Finance for \$8,000 to \$3,500. There was an issue with the accounting software and the \$8,000 was requested before the price quote came in, therefore, he needs to amend that to what the quote is.

Corrections were also noted on several support documents that should reflect non tax levy and carryover. The Clerk will correct the support documents for the County Board.

Discussion on the Parks carryovers. These items are also revenue to the Highway Department.

Motion made by Supervisor Zens, seconded by Supervisor Dean to approve the carryover of unexpended funds from General Fund with the following revisions – Finance to be decreased from \$8,000 to \$3,500; Technology Resources to adjust the amounts to equal \$66,896; and for the Land and Water Management carryover amount of \$47,713 to be removed from this carryover

resolution and for the Clerk to revise the previous transfer of funds resolution to include this amount. All members present voting aye. Motion carried. (5-0)

Review/Approve 2009 Carryover of Unexpended Funds – Non General Fund: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the 2009 carryovers from non General Fund. All members present voting aye. Motion carried. (5-0)

Review/Approve Printing of County Board Proceedings Resolution: Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the resolution to invite bids for the publication of the 2010 Proceedings. Supervisor Dean requested to abstain as a protest as he feels that the proceedings should be published electronically. This request for bid and publication in the newspaper is mandated by State Statutes. The vote was then taken on the motion to approve. The majority of members present voting aye. Motion carried. (4-0) Dean abstained.

Review/Approve Resolution Opposing Senate Bill 466 re Regulating Self Insured Health Plans: Motion made by Supervisor Dean, seconded by Supervisor Becker to approve the resolution opposing Senate Bill 466 and forward to the County Board for their support. All members present voting aye. Motion carried. (5-0)

Review/Approve Resolution Supporting Senate Bill 430 re Allowing Municipal Employers to Change Health Care Coverage Plan Providers: Motion made by Supervisor Dean, seconded by Supervisor Zens to approve the resolution supporting Senate Bill 430 and forward to the County Board for their support. All members present voting aye. Motion carried. (5-0)

Review/Approve Amendments to Radio Tower Leases: Mr. Buhler stated that the current agreements in place are for the primary and lesser used towers. What brought this process forward was when they tried to put a presence on the tower located on CTH LL and CTH KK for the disaster recovery process. There is a single point of failure at the Justice Center site and there is a need to get a secondary point of access to get back to the County.

There was also an issue with regards to the contract with General Communications at the Justice Center site. It was discovered that a contract with General Communications was signed in 1999 and for whatever reason there no lease payments until 2006. At that time a “catch up” payment was made of approximately \$40,000. Monthly payments are now received. Discussion on the current contracts.

10:04AM Supervisor Dean excused.

Motion made by Supervisor Becker, seconded by Supervisor Zens to table this until the March meeting and to authorize staff to work with interested County Board Supervisors in reviewing these contracts and provide an update. All members present voting aye. Motion carried. (4-0)

#### Department Reports:

County Clerk’s Report: Included in the packet. There were no further questions.

Human Resources Report: Included in the packet. There were no further questions.

Discuss Procedure for Changing Position Titles: Mr. Dzwinel explained that changing a position title has no fiscal impact and could be done administratively however, the Policy and Procedure Manual requires a resolution to amend which must go before the County Board. If this is changed administratively there is no record of why the change occurred if required to look back. Chairperson Cronce stated that if titles are changed administratively, does the County default into whatever the marketplace puts a value on that title or recognition. Mr. Dzwinel stated currently positions now may or may not match a job description, the P & P Manual or the payroll system. Discussion.

The consensus of the committee is that this could be done administratively. Chairperson Cronce instructed staff to review this and bring back to the committee with a recommendation. Regarding the Greenskeeper/Cart Mechanic position that was approved earlier, the title change of Assistant Superintendent will be done administratively.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that Register of Deeds went live on February 1 with the AVID application on the virtualized environment. Currently staff is working with the Sheriff's Department ProPhoenix application, the orders are placed for the hardware for SAN and blade servers and anticipate delivery by the end of March. A five year technology plan meeting was held with the consultant and several user department representatives. County Board members will have a meeting with the consultant the afternoon of March 3<sup>rd</sup> to discuss strategic planning criteria.

Mr. Buhler is working with the Remi Group to review possible cost savings with the hardware maintenance contracts. Work is being done on a panic alarm installation in Human Services Department. In-house training for Microsoft Word and Excel levels 2 & 3 is currently being offered.

Communication Services Manager Mesich is working with the Sheriff's Department on their command vehicle; also working with Emergency Management on radio work for their incident command vehicle; and has worked with two vendors for options for the video conferencing for both Sheriff's Department and the Courts. Mr. Mesich is looking for funding options.

Treasurer's Report: Ms. Makoutz reported cash ending January is down \$3,399,601 from last January. When Family Care is removed from 2009 and 2010 cash is up \$635,399.

Interest and penalty revenue is about the same as last year. Interest earnings are down 46% from last year. Sales tax for January – December 2009 showed a decrease of 7%. The 2009 annual sales tax (including accruals) for all counties was down 8.6%.

On February 19, 1,148 statements were printed for all delinquent taxes for both certificates and current year delinquent taxes. For the first time, the statement count exceeded 1,000 for a total amount of \$7,299,394. Discussion.

There are 26 parcels within foreclosure action.

Finance Director's Report: Mr. Lamb reported that they have been billing the Aging & Disability Resource Center for indirect costs and received \$88,000 reimbursement from the State.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for December and January in the amount of \$10,818,047.27. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: Mr. Buhler submitted a conference report for the Crystal Reports Training that was attended.

Next Meeting Date: Friday, March 26– 8:00AM

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

Meeting adjourned at 11:28AM.

*Julianne B. Winkelhorst, County Clerk*