

Port Washington, Wisconsin
January 22, 2010

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

Present: Supervisors Cronce, Becker, Zens, and Schlenvogt. Staff: County Administrator Meaux, Technology Resource Director Buhler (8:06), Human Resources Director Dzwintel, Financial Analyst Phillips, Human Services Director Haupt, Economic Support Supervisor Newby, Treasurer Makoutz (8:10) and Deputy County Clerk Henning.

Others Present: Randy Gschwind (8:23)

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. Henning. 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: None

Approve Minutes from the December 18, 2009 and January 6, 2010 Meetings: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the December 18, 2009 and January 6, 2010 minutes as submitted. All members present voting aye. Motion carried. (4-0)

Action Items:

Request/Approval to Fill Position - Mobility Manager, ADRC, New Part-Time Position, Fully Grant Funded: Mr. Haupt indicated that this will be a contracted position which will be grant funded. Removed from agenda; no action taken.

John Buhler in attendance 8:06 AM

Request for Approval to Study "Program Specialist" Position - Human Services Department:

Mr. Haupt stated that this position had been requested some time ago and has been budgeted for. Approximately a year ago, job duties were split between two existing positions which are two different classifications performing the same duties. As an issue of fairness, it has been requested that the position be studied as the incumbent is performing the same duties as the higher classification.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to study the Program Specialist position. Mr. Dzwintel suggested studying both the Program Specialist and Economic Support Intake Specialist positions simultaneously as they are performing the same job duties.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to amend the motion to approve the study of both the Program Specialist and Economic Support Intake Specialist positions. All members present voting aye. Motion carried. (4-0)

Karen Makoutz in attendance 8:10 AM

Review and Approval of Resolution for Supported Employment Program: Mr. Haupt stated that in 2010, funding for a number of clients served by the Behavioral Health Division was ended for supported employment and pre-vocational services at Portal Industries. The Health & Human Services Department feels it can provide employment related services with existing program staff.

The proposal is to create a pilot program allowing 2-3 clients currently served by the Behavioral Health Division to be hired as Limited Terms Employees of Ozaukee County. Mr. Hicks, Building Superintendent, believes he will be able to find tasks for up to 1500 hours of work in 2010 and is willing to utilize job coaching and support from Behavioral Health Division treat-

ment staff to make sure the clients complete their work as expected. The program would benefit Ozaukee County as the participant's work would help the maintenance staff complete jobs that have been put off or low priority in the past.

Motion made by Supervisor Becker, seconded by Supervisor Schlenvogt to approve the resolution to create a county operated supported employment program. All members present voting aye. Motion carried. (4-0)

Review and Approval of Commendations:

Carl Seeger:

Rose Steinert:

Robin Dietrich:

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the commendation resolutions for Carl P. Seeger, Rose A. Steinert, and Robin J. Deitrich. All members present voting aye. Motion carried. (4-0)

Rhonda Gorden in attendance 8:20 AM

Approve Budget Amendment Requests - Public Health:

Lead Hazard Control Grant: Motion made by Supervisor Zens, seconded by Supervisor Becker to approve the budget amendment request for the Lead Hazard Control Grant. All members present voting aye. Motion carried. (4-0)

WI DOT Car Seat Safety Grant: Motion made by Supervisor Zens, seconded by Supervisor Becker to approve the budget amendment request for the WI DOT Car Seat Safety Grant. All members present voting aye. Motion carried. (4-0)

8:23 Randy Gschwind

Review/Approve Report of County Board Citizen Attendance & Mileage: Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the report. All members present voting aye. Motion carried. (4-0)

Review/Approve Out of State Travel Request - Transit: Motion made by Supervisor Becker, seconded by Supervisor Zens to approve the out of state travel request for the Transit Superintendent to attend the "Management of Transit Construction Projects" training in Indianapolis, IN April 13-15, 2010. All members present voting aye. Motion carried. (4-0)

Board Broadcasts Policy & Procedure: Mr. Cronce stated that any type of video recording of the county board meetings meets a 7-year retention period. Mr. Dzwinel stated that once a video recording is made, it is in fact a public record and cannot be edited. Discussion on possible options for future recording of the meetings.

Motion made by Supervisor Zens, seconded by Supervisor Becker to record audio only and use the video without recording at the county board meetings. All members present voting aye. Motion carried. (4-0)

Review/Approve Furlough Extensions for 2010: Mr. Dzwinel stated that 13,000 hours were requested to be furloughed in 2009 and there is a balance of 750 hours remaining to be taken in 2010. Of those 750 hours, 742 are for Lasata employees. Any exceptions to taking furloughs in 2009 were to come back to the Administrative Committee for approval.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Becker to approve the furlough extensions for those employees who have not completed their furlough hours until March 31, 2010. All members present voting aye. Motion carried. (4-0)

Discussion Items:

Filling Vacant Positions:

Child Support Specialist Interstate - Corporation Counsel: Mr. Meaux spoke overall regarding the vacancies. Going forward, as vacancies occur, managers will be encouraged to look for alternatives and requests to fill positions will be scrutinized thoroughly.

Ms. Gorden stated that this is an essential position in the department as it covers half the case load. Mr. Dzwinel stated that with this position specifically there is revenue issues as 66% of the budget is revenue from the State of Wisconsin. If the child support case load requirements are not met, the State will draw back on the revenue. Due to the caseload and revenue requirements from the State, the intention is to bring this item back to the committee next month with a final recommendation. There is no contractual option for this position.

Parks (Mee-Kwon) Mechanic & Greenskeeper Positions: The Mee-Kwon Park Golf Course Mechanic position will be vacant as of March 19, 2010 due to retirement. Mr. Meaux informed the committee that Mr. Struck is evaluating four options for addressing this vacancy: 1) contractual agreement for these duties, 2) discussions with the Highway Department on a shared staff scenario, 3) creating two part-time positions, and 4) re-filling the full-time position as it currently exists.

Highway Department -Two Equipment Operators - Waubeka Shop: One equipment operator will be retiring on February 12, 2010 and another retired on December 28, 2009. Mr. Meaux stated that the Highway Commissioner is in agreement with the reduction of one position but would like to fill the second vacancy. The consensus of the Public Works Committee was to move forward at this time without filling the position with the understanding that it may come back to committee with the request to fill.

Department Reports:

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

Human Resources Report: Mr. Dzwinel reported that the Worker's Compensation claims are down.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reported that the blade server installation for virtualization has begun. The Register of Deeds AV-ID application is in the testing phase and they anticipate going live February 1. The treasurer's Land Records System assessment application went live January 1.

Radio Services is working on a contract with the tower site at Highways KK & LL. They are working with WE Energies about establishing an above ground fiber link from the Administration Center to the Justice Center.

Mr. Buhler introduced Randy Gschwind who is assisting in the development of a 5-year plan.

Treasurer's Report: Ms. Makoutz reported cash ending December is down \$2,720,480 from last December, most of the decrease is from the Family Care funds that were in the account last year. She reviewed the cash balance from previous years.

Interest and penalty revenue is up 17.8% from last year. Interest earnings are down 30.2% from last year. Sales tax for January – October showed a decrease of 7%.

Delinquent taxes are up 27.4% from last year.

The Land Records System Software conversion took place and the new assessment rolls are out.

Ms. Makoutz distributed a copy of the Wisconsin Taxpayer Alliance year-end report indicating the state had a \$2.7 billion shortfall at the end of fiscal year 2009.

Finance Director's Report: On January 1, 2010 the water lateral leading off the water utility main supply line broke. Ms. Phillips stated that Mr. Lamb would like to apply this expense to the Capital Reserve Fund unless the committee directs otherwise. There were no objections from the committee.

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 \$1,136,563.94. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: Mr. Buhler submitted a conference report for the MasterLink Training LLC.

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

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

Meeting adjourned at 10:09AM.

Lisa M. Henning, Deputy County Clerk