

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

Present: Supervisors Becker, Zens, Schlenvogt, and Wirth. Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Captain Guss, and County Clerk Winkelhorst.

Absent: Supervisor Cronce

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:05AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to adopt the agenda as presented. All members present voting aye. Motion carried. (4-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the July 7 Meeting: Motion made by Supervisor Wirth, seconded by Supervisor Zens to approve the July 7 minutes as submitted. The majority of members present voting aye. Motion carried. (4-0)

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to enter into closed session pursuant to Section 19.85(1) (e) 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) (e) of the Wisconsin State Statutes: Update Regarding Labor Negotiations for OPEIU Highway Employees: 8:08AM entered into closed session. Present: Becker, Zens, Schlenvogt, Wirth, Lamb, Meaux, Dzwinel, and Winkelhorst.

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

Open Session: 8:37AM reconvened into open session. Present: Becker, Zens, Schlenvogt, Wirth, Lamb, Meaux, Dzwinel, Winkelhorst, Guss, Technology Resources Director Buhler, Treasurer Makoutz, Corporation Counsel Kenealy, and Randy Gschwind.

Action Items:

Review/Approve Write-offs Uncollectible Accounts – Corporation Counsel: Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the write-offs of uncollectible accounts for April through June in the amount of \$35,512.41. All members present voting aye. Motion carried. (4-0)

Review/Approve Budget Amendment – Emergency Management: Captain Guss explained that this budget amendment is for two grants. The first one for \$38,500 from the Office of Justice Assistance Urban Area Security Initiative (UASI) Citizen Preparedness Grant and the second grant in the amount of \$4,500 is an Emergency Operation Center Radio Grant. This grant will be used to purchase and install a new radio in the Emergency Management command center and for items for enhancing the county's ability to respond to unforeseen emergency situations.

Motion made Supervisor Zens, seconded by Supervisor Wirth to approve the budget amendment for a total amount of \$43,000. All members present voting aye. Motion carried. (4-0)

Review/Approve Out of State Conference Attendance – Sheriff: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the out of state travel request from Det. Milbach to attend the National Tactical Officers Association conference in Pittsburg, PA on Sept. 19-24. All members present voting aye. Motion carried. (4-0)

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

Review/Approve Transfer of Used Vehicle from Emergency Management to Radio Service: Capt. Guss stated that this is an existing surplus vehicle owned by the Sheriff's Department and would be transferred to Radio Services. The cost of the vehicle and minor repairs is \$5,000. There is money in the budget to support this.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Zens to approve the interdepartmental transfer of the used vehicle. All members present voting aye. Motion carried. (4-0)

Chairperson Becker reverted back to the order of the agenda.

Review/Approve Request to Study Fiscal Services Coordinator Position – Finance: Mr. Lamb stated that this has been budgeted. Job description will be updated as part of the process. Discussion on succession planning and backing up of personnel.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the request to study the Fiscal Services Coordinator position. All members present voting aye. Motion carried. (4-0)

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

Review/Approve Online Sexual Harassment Training: Mr. Dzwinel explained that the County continually coordinates with Aegis, our insurance provider, to implement training opportunities. This is an effort to be proactive. Mr. Dzwinel is requesting that it be mandatory for all employees with computer access, be allowed during working hours, and that employees be given 90-120 days to complete the training. Employees who do not comply will be subject to the discipline process.

Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the online sexual harassment training for all employees with computer access, can be completed during working hours, and that employees be given 90 days to complete or be subject to the discipline process. All members present voting aye. Motion carried. (4-0)

Discussion Item: Strategic Five Year Technology Plan with Presentation by Randy Gschwind: Mr. Gschwind explained that this study was undertaken to be a high-level analysis of how Ozaukee County Technology Resources operates, especially as related to long-range strategic planning. Three areas were a focus of study: 1) planning process; 2) governance methods; and 3) communications and collaboration. This is not a technology plan but rather it looks at what we want to accomplish with technology to support the vision, mission, and goals of the County. This is more about the roles and responsibilities and how we do things than it is about technology.

Mr. Gshwind reviewed the issues that he found in the current situation, the recommendations, and the priorities. In summary, Mr. Gshwind believes that improvements can be made that will make Technology Resources more effective and efficient.

Supervisor Zens stated that one of the priorities was to form a technology planning team using different department inputs. Mr. Buhler has provided Mr. Meaux a list of suggested people from departments. Discussion on the report.

Mr. Buhler will continue to use this study as a basis with the projects that he is working on. He is looking forward to working with this proposed technology planning team to create an understanding amongst all the departments of all of the projects that are going on countywide. Mr. Meaux will keep the Administrative Committee updated as the meetings occur.

Department Reports:

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

Human Resources Report: Discussion on Chapter 3 of the Policy and Procedure Manual which lists County position and wages in an effort to streamline the document and the process for accurate updating.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Mr. Buhler reviewed the hardware/software purchase report stating that Hewlett Packard Buying Points from cartridge purchases was used to purchase a new laser printer for the Highway Department.

Project status report was reviewed. Equipment has started to arrive for the videoconferencing in the courts and jail. Staff will be working on the Sheriff's Department SWAT vehicle. Sheriff's software upgrade and training will start the second week in August.

Treasurer's Report: Ms. Makoutz reported that tax collection as of July 22 there was 4,800 postponed parcels to collect on by July 31.

Two properties were awarded to the County through the foreclosure action for judgment on July 21. Corporation Counsel will be meeting to advise the committee of the process at the next meeting. Discussion on the properties.

Finance Director's Report: The Comprehensive Annual Financial Report was reviewed and discussed.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Zens, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for June in the amount of \$4,837,006.80. All members present voting aye. Motion carried. (4-0)

Conference/Convention & Meeting Attendance Report: Mr. Lamb submitted conference reports for Account Academy that will be attended by Anne Connors and Pam Keller on August 2-6 in Chicago. Mr. Lamb stated that this will exceed the maximum travel allowance.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve attendance at the Account Academy in Chicago on August 2-6. All members present voting aye. Motion carried. (4-0)

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

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

Meeting adjourned at 10:44AM

Julianne B. Winkelhorst, County Clerk