

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

Present: Supervisors Becker, Schlenvogt, Wirth, and County Board Second Vice-Chairperson Geracie (as a voting member). Staff: County Administrator Meaux, Human Resources Director Dzwinel, Finance Director Lamb, Technology Resources Director Buhler, Treasurer Makoutz, Building Superintendent Behlen, Fiscal Services Manager Conners, Captain Johnson, and County Clerk Winkelhorst.

Absent: Supervisors Cronce and Zens.

Call to Order/Proper Notice/Adoption of Agenda: Meeting called to order by Vice-Chairperson Becker at 8:04AM. Assurance that the meeting was properly noticed, so noted by Ms. Winkelhorst. Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt 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 September 24 Meeting: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the September 24 minutes as submitted. All members present voting aye. Motion carried. (4-0)

Action Items:

Review/Approve Budget Amendments:

Coordinated Services Initiative Grant- Human Services: This grant has been awarded to Ozaukee County Department of Human Services on behalf of Ozaukee Family Services, a nonprofit agency that will perform the grant responsibilities. The purpose of the grant is to benefit children and families who are in need or coordination of services among the mental health, substance abuse, and child welfare systems. Ms. Conners stated that the county's in-kind contribution will be personnel and access to a training consortium for team members. The balance stated in the support documentation for this year is a transfer of existing levy for 2011.

Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve acceptance of the Coordinated Services Initiative Grant in the amount of \$50,000. All members present voting aye. Motion carried. (4-0) This will be forwarded to the County Board for final approval.

Citizen Preparedness Grants – Sheriff's Office Division of Emergency Management: Capt. Johnson explained that the budget amendment is for two grants. One is for \$4,000 for management of grant programs and the other is for \$15,000. The latter grant is tentative but approval is needed so that if another agency is unable to use up to \$15,000 then the county could accept and use the funds. There is no cash or in-kind match required.

Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve acceptance of grant #7820 and #8266 for a total amount of \$19,000. All members present voting aye. Motion carried. (4-0) This will be forwarded to the County Board for final approval.

Port Security Grants – Sheriff's Office Division of Emergency Management: The funds from these grants will be utilized to purchase interoperable radio headset system & tactical flotation devices for the Sheriff's Office rescue boat. There is not cash or in-kind match.

Motion made by Supervisor Geracie, seconded by Supervisor Schlenvogt to approve acceptance of grant #1502610015 and #1502610025 for a total amount of \$9,000. All members present voting aye. Motion carried. (4-0) This will be forwarded to the County Board for final approval.

8:12AM Bill Schanen-Ozaukee Press and Corporation Counsel Kenealy joined the meeting.

Review/Approve Requests to Fill Positions:

Building Superintendent, Full-time, Non-Rep, Pay Grade 108 – Lasata: Mr. Dzwiniel stated that this position is responsible for oversight of maintenance and housekeeping staff.

Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve the filling of the Building Superintendent, full-time position, non-rep, pay grade 108. All members present voting aye. Motion carried. (4-0)

Night Janitor Position, OPEIU, Pay Grade 2, 17.5 hrs Weekly, Rotating Shift, Justice Center-Facilities: Mr. Behlen stated that the position would work two weeks on and two weeks off at 17.5 hours per week.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Geracie to approve the request to fill the Night Janitor position, Facilities-Justice Center, OPEIU, pay grade 2, 17.5 hours weekly, rotating shift. All members present voting aye. Motion carried. (4-0)

Accounting Specialist, Full-time, OPEIU, Pay Grade 7 – Finance: Mr. Lamb explained that the position has been vacant since June. Since June he has utilized an intern and shifted some duties but the efficiencies he was hoping for won't be realized due to a possible retirement next year however, that position will then be eliminated in mid-year.

This position will assume payroll duties; therefore, it will be re-titled as "Accounts Payable/Payroll Coordinator" and will be posted as a non-representative position.

Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve the request to fill the position, changing the title from Accounting Specialist to Accounts Payable/Payroll Coordinator, pay grade 105, full-time and to post as a non-representative position. All members present voting aye. Motion carried. (4-0)

Purchasing Manager, Full-time, OPEIU, Pay Grade 9 – Finance: Mr. Lamb explained that this is a critical and unique position for the county. He would like to bring someone in for 30 days to work with the current Purchasing Manager. This position has more of a management role therefore Mr. Lamb is suggesting that this be classified as non-represented.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Geracie to approve the request to fill the Purchasing Manager, full-time, pay grade 107, non-represented and to approve the starting date to allow 30 days with the current Purchasing Manager. All members present voting aye. Motion carried. (4-0)

Review/Approve Write-off of Uncollectible Accounts – Corporation Counsel: Mr. Kenealy reviewed the report. It was noted that all efforts have been exhausted in attempting to collect the debt. Discussion.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the write-off of uncollectible accounts for July through September 2010. All members present voting aye. Motion carried. (4-0)

Review/Approve Report of Dog License Listing Reimbursement: Ms. Winkelhorst stated that this is the annual payout for listing of dogs per state statute.

Motion made by Supervisor Geracie, seconded by Supervisor Schlenvogt to approve the report of the dog license listing reimbursement. All members present voting aye. Motion carried. (4-0) This will now go to County Board for final approval.

Review/Approve Personnel Changes 2011 Budget Resolution: Mr. Meaux stated that this reflects the changes that are in the proposed budget. Supervisor Geracie added that the Lasata positions are pared down from what was originally requested. New staff will be utilized for the whole campus as it is the intent that Lasata operates as one entity not three.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the resolution depicting the personnel changes that will be presented in the proposed 2011 budget. All members present voting aye. Motion carried. (4-0) This will now go to County Board for final approval.

Discussion Items:

Review of Foreclosure Property Process – Corporation Counsel: The courts have awarded two properties to the county through the foreclosure process. Mr. Kenealy and Ms. Makoutz reviewed the properties and the process going forward. Discussion.

Review of Proposed 2011 Budget: Discussion on the proposed budget.

9:23AM Supervisor Schlenvogt excused.

Department Reports:

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

Human Resources Report: Mr. Dzwinel provided an update on negotiations and reviewed the workers compensation comparison data.

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

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Schlenvogt, seconded by Supervisor Geracie to approve the Claims & Wire Transfers summary sheet for September in the amount of \$5,286,296.94. All members present voting aye. Motion carried. (3-0)

10:45AM Supervisor Geracie excused.

Next Meeting Date: Friday, November 19 – 8:00AM

Adjournment: Meeting adjourned at 10:45AM due to lack of a quorum.

Julianne B. Winkelhorst, County Clerk