

Port Washington, Wisconsin
January 5, 2011

The Administrative Committee met in Room A-200 of the Administration Center prior to County Board.

Present: Supervisors Becker, Schlenvogt, and Wirth, County Board Chairperson Brooks and Second Vice Chairperson Geracie (as voting members). Staff: County Administrator Meaux, Human Resources Director Dzwinkel, Finance Director Lamb, Technology Resources Director Buhler, Treasurer Makoutz, Lasata Administrator Luedtke, and County Clerk Winkelhorst.

Others Present: Supervisors Walerstein and Leider, and Rebecca Heidepriem - Fritz Partners, LLC.

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 Wirth, seconded by Supervisor Schlenvogt to adopt the revised agenda as presented. All members present voting aye. Motion carried. (5-0)

Public Comments/Correspondence/Communications: There were none.

Approve Minutes from the November 19 and December 1 Meetings: Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the November 19 and December 1 minutes as submitted. All members present voting aye. Motion carried. (5-0)

Action Items:

Review/Approve Commendation Resolutions:

Robert J. Possley:

Penny M. Papenfus:

Lulu Newberry:

Ellen L. Zonka: Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve the commendation resolutions for Possley, Papenfus, Newberry, and Zonka. All members present voting aye. Motion carried. (5-0) The resolutions will move forward to the County Board for final approval.

Review/Approve Resolution – Cancellation of Outstanding Orders: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the cancellation of outstanding orders for 2010. All members present voting aye. Motion carried. (5-0) The resolution will move forward to the County Board for final approval.

Review/Approve Resolution – WCA & NACo Membership Dues: Motion made by Supervisor Schlenvogt, seconded by Supervisor Geracie to approve the renewal of the annual membership dues for the Wisconsin Counties Association (WCA) and National Association of Counties (NACo) for 2011. All members present voting aye. Motion carried. (5-0) The resolution will move forward to the County Board for final approval.

Review/Approve Resolution – Surety Bond Amounts: Chairperson Becker inquired as to how or when these amounts are reviewed. Ms. Makoutz explained that the amounts are based on cash and is reevaluated by the insurance company.

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the surety bond amounts for elected and appointed officials and Public Employees Honesty Blanket Bond. All members present voting aye. Motion carried. (5-0) The resolution will move forward to the County Board for final approval.

Review/Approve Request for Out of State Travel – Aging & Disability Resource Center (ADRC) Director: The State of Wisconsin received a 2 year grant from the Federal Administration on Aging to develop, implement, and evaluate options counseling standards for ADRC's. Ozaukee County ADRC was chosen as one of the pilots for the Grant and the Director, as a requirement is expected to attend a national meeting of all Grantee recipients. There is no cost to the county as it is fully funded by the grant. This was approved by the Health and Human Services Committee.

Motion made by Supervisor Geracie, seconded by Supervisor Schlenvogt to approve the request for the ADRC Director to attend the 2011 Administration on Aging Grantees National Conference in Baltimore, MD on February 14-17, 2011. All members present voting aye. Motion carried. (5-0)

Review/Approve Consultant to Perform Measurable Performance Audit on Lasata Campus: Chairperson Geracie commented that this is a pilot program to benefit the whole county. If this goes well it may be implemented in other departments within the county. Mr. Meaux stated that this was very timely to consider for Lasata because of the growth and the investment with Lasata Crossings. It would be very beneficial to have someone assist the county to ensure that our county operations all the work together as efficiently and as smoothly as possible. The Aging and Long Term Care Committee (ALTC) approved this with the understanding that the cost would be shared with the Department of Administration.

Supervisor Geracie further stated that Lasata management will report on progress with final report of results presented to the ALTC Committee and Administrative Committee at the conclusion of the program. The not to exceed amount of \$15,000 will be a 50/50 cost share, \$7500 will come from Lasata funds and has been approved by the ALTC Committee.

Ms. Heidepriem explained that for this pilot, the program was shortened to two months instead of the normal six months. She reviewed the three key issues that will make a difference for Lasata Senior Living Complex. Discussion.

Motion made by Supervisor Geracie, seconded by CB Chairperson Brooks to approve hiring an outside consultant to perform a measurable performance audit on Lasata Campus for a sum not to exceed \$15,000 with \$7,500 being approved through this committee from the Department of Administration funds. All members present voting aye. Motion carried. (5-0)

Review/Approve New Hire Purchasing Manager Compensation: Mr. Lamb explained that this person is replacing the retiring Purchasing Manager. The position has been removed from the union to a non-represented status. As a non-rep the new employee will contribute 6.2% of his salary to retirement. The new employee will forego the health insurance if starting at step 8. The savings to the County for both will be over \$21,000/yr. The additional cost to move to a step 8 would be \$4,617/yr resulting in over a \$16,000 savings to the County. If the employee subsequently elects to enroll in our health insurance he will revert to the old step schedule. Discussion.

Supervisor Schlenvogt would like something drawn up on paper and reviewed by Corporation Counsel and not just a verbal agreement. Discussion.

Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the new Purchasing Manager's increase to step 8 compensation for waiving the health insurance and for a letter of understanding to be drawn up between the county and employee with review and approval from Corporation Counsel. All members present voting aye. Motion carried. (5-0)

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

Department Reports:

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

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

Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to recess to the County Board meeting. All members present voting aye. Motion carried. (5-0)

8:37AM Committee recessed to the County Board meeting.

10:55AM Committee Reconvened

Present: Becker, Wirth, Schlenvogt, Brooks, Geracie, Meaux, Winkelhorst, Dzwiniel, Buhler, Lamb, Makoutz, Behavioral Health Manager Lappen and Supervisor Dohrwardt.

Discussion Items:

Update on County Board Reorganization: Supervisor Geracie spoke on the draft reorganization plan reminding members that this is just a recommendation from the Reorganization Committee. The final decision will rest with the entire County Board. The basis of the committee reorganization, committee structure and oversight, role of the Executive Committee, and possible scenarios for County Board size were reviewed. Discussion.

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

11:28AM CB Chairperson Brooks out of attendance.

Action Item:

Review/Approve Request for Out of State Travel, Grant Funded – Human Services: This request is for four Human Services staff members to attend the 2011 Dialectical Behavioral Therapy (DBT) Intensive Training Course in Northampton, MA on January 10-14. This is 100% paid for with funds from a crisis grant administered by Mental Health America and the staff has agreed to complete this on their own time.

Motion made by Supervisor Wirth, seconded by Supervisor Geracie to approve the request for the four Human Services staff members to attend the 2011 Dialectical Behavioral Therapy (DBT) Intensive Training Course in Northampton, MA on January 10-14. All members present voting aye. Motion carried. (4-0)

Chairperson Becker reverted back to the order of the agenda.

11:32AM CB Chairperson Brooks in attendance.

Review of State Mandates/Priorities for Legislative Relief in Ozaukee County: Review of State Mandates/Priorities for Legislative Relief in Ozaukee County: Mr. Meaux explained that this germinated from the discussion with Senator Grothman at the last County Board meeting requesting assistance in specifying ways State and local government can save taxpayers money without endangering public welfare or safety. Discussion.

Technology Resources Hardware/Software Purchase/Disposal & Project Status: Reports were included in the packet. There were no further questions.

Treasurer's Report: Reports were included in the packet. Discussion on sales tax and certificate balance.

Finance Director's Report: Report included in the packet. There were no further questions.

Claims & Wire Transfers Summary Sheet: Motion made by Supervisor Wirth, seconded by Supervisor Schlenvogt to approve the Claims & Wire Transfers summary sheet for November in the amount of \$3,729,170.20. All members present voting aye. Motion carried. (5-0)

Conference/Convention & Meeting Attendance Report: Conference report submitted from Technology Resources. Motion made by Supervisor Schlenvogt, seconded by Supervisor Wirth to approve the conference report. All members present voting aye. Motion carried. (5-0)

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. (5-0)

Closed Session Pursuant to Section 19.85 (1)(e) of the Wisconsin State Statutes: Update on Labor Negotiations: 12:07PM entered into closed session. Present: Becker, Schlenvogt, Wirth, Meaux, Dzwinel, and Dohrwardt.

Next Meeting Date: Friday, January 28 – 8:00AM

Adjournment: Chairperson Becker declared the meeting adjourned.

Meeting adjourned at 12:25PM

Julianne B. Winkelhorst, County Clerk