

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**June 26, 2013**

Administration & Rules Committee

**1. Call to Order**

Meeting was called to order by Supervisor Molinaro at 8:30 a.m.

**2. Roll Call**

**Administration and Rules Committee Members**

Members present: John Molinaro, Paul Babcock, James Braughler, Jim Mode and Rick Kuhlman.

Others Present: Kathi Cauley – Interim County Administrator; Tammie Jaeger – Administrative Secretary; Connie Freeberg – Paralegal II; Phil Ristow – Corporation Counsel; Supervisor Greg David; Brian Lamers – Finance Director; Daniel Fary, Brad Geyer, Buck Smith, Kirk Lund, Margaret DeMuth, Steve Bower, Geraldine Smiley, John Harrington, James Hartwick, Lydia Statz, Reporter, Jefferson Daily Union.

**3. Certification of compliance with Open Meeting Law Requirements**

Staff certified compliance with the open meeting law.

**4. Review of Agenda**

Item 13 was moved to accommodate the public.

**5. Public Comment**

None

**6. Approval of May 29, 2013 Administration & Rules Committee meeting minutes**

Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the May 29 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

**7. Approval of June 11, 2013 County Board minutes**

Corrections were distributed for the committee members to review.

Motion made by Supervisor Braughler; Second by Supervisor Kuhlman to approve the June 11, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**8. Communications**

- MONDOPAD Brochure
- Interim County Administrator Monthly Report
- Amended draft resolution "Reporting absence to County Clerk in advance of County Board meeting"

**9. Discussion and possible action on county-wide transition plan**

John Molinaro explained that several departments have retirements approaching. It was suggested that the new administrator discuss the idea of transition planning with the department heads. Another area that needs to be addressed is the development of departmental procedure manuals and tickler files that can be used when staff is out of the office. Kathi Cauley explained that departments need a short and long term plan to keep their departments operational.

**10. Discussion and possible action on official minute book procedure**

A draft of the official minute book procedure was provided for the committee to review. John Molinaro and Phil Ristow discussed the procedure. The committee felt that it was important to keep electronic copies. This item will be discussed at the next meeting.

**11. Discussion and possible action on vehicle usage policy**

This will be discussed at the next meeting.

12. **Discuss research on using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board to obtain their information**  
Three Chromebooks were purchased for members of the County Board to test. MIS will provide training. It was suggested that the supervisors who test the Chromebooks have a range of different computer skill levels. No action taken.
13. **Discussion and possible action on resolution from County Board Supervisors referred from County Board “To support an amendment to the U.S. Constitution affirming that only human beings are endowed with Constitutional Rights, and money is not speech”**  
The following citizens spoke in favor of this resolution and asked the committee to support this resolution:  
  
Daniel Fary, Oakland, Brad Geyer, Jefferson, Buck Smith, Johnson Creek, Margaret DeMuth, Waterloo, Steve Bower, Waterloo, James Hartwick, Whitewater, Kirk Lund, Lake Mills, John Harrington, Watertown, Supervisor Greg David, Watertown.  
  
Motion made by Supervisor Mode; Second by Supervisor Babcock to support this resolution with an option to hold a county-wide referendum and forward it on to the County Board for their consideration. (Ayes-All) Motion carried.
14. **Discussion and possible action on resolutions, letters or reports from other governmental agencies**
  - a. Letter and resolution from Daniel Fary “To Support an Amendment to the U.S. Constitution affirming that only human beings are endowed with constitutional rights, and money is not speech”  
This resolution was acted on in item #13. No further action taken.
  - b. Outagamie County Resolution – “To oppose all efforts to eliminate or limit the tax-exempt status of municipal bonds”  
This resolution was already forwarded to the County Board. No further action taken.
  - c. Outagamie County Resolution – “To Support legislation amending Wisconsin State Statute Chapter 843, Actions for possession of real property; damages for withholding”  
This resolution was already forwarded to the County Board. No further action taken.
15. **Discussion and possible action on Jefferson County Board Rule Changes**
  - a. “Reporting absence to County Clerk in advance of County Board meeting”  
An amended copy of the draft resolution was provided for the committee to review. The Committee reviewed this resolution and discussed changes to the wording.  
  
Motion made by Supervisor Braughler; Second by Supervisor Mode to support this resolution and forward it on to the County Board for their consideration as amended. (Ayes-All) Motion carried.
  - b. “Amend Board Rules to revise number of members appointed to the Mid Wisconsin Federated Library Board”  
The Committee discussed this resolution.  
  
Motion made by Supervisor Molinaro; Second by Supervisor Kuhlman to support this resolution and forward it on to the County Board for their consideration. (Ayes-All) Motion carried.
  - c. “Amend Board Rules to report absence in advance of committee meetings and to allow Vice Chair to be designated in order to make a meeting quorum”  
The Committee reviewed this resolution and discussed changes to the wording.  
  
Motion made by Supervisor Mode; Second by Supervisor Babcock to support this resolution and forward it on to the County Board for their consideration as amended. (Ayes-All) Motion carried.
16. **Review Administration and County Board Financial Report**  
John Molinaro reported that the County Board Budget is at 47% through May 31<sup>st</sup>.

**17. Interim County Administrator's monthly report**

Kathi Cauley thanked the committee for the opportunity to serve as Interim County Administrator. She reviewed her monthly report and addressed questions from the Committee.

**18. Discuss Interim County Administrator recommendations**

Kathi Cauley shared her thoughts for future discussion.

- County should consider a Lean Government Model or Continuous Quality Improvement program. Human Services has done this and has had substantial cost savings.
- Consider a more enhanced performance budgeting approach and Department Head training.
- Consider moving the County Administrator's Office away from the Lobby and interruptions.
- Improve employee recognition for our hard working department heads and employees

**19. Tentative Future Agenda Items and Meeting Dates**

- Approval of June 26, 2013 Administration & Rules Committee meeting minutes
- Approval of July 9, 2013 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Discussion and possible action on county-wide transition plan
- Discussion and possible action on vehicle usage policy
- Update on research on using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board
- Discussion and possible action on official minute book and record keeping procedure
- County Administrator's monthly report

**20. Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn at 9:59 a.m. (Ayes-All) Motion Carried.

**Future Tentative Meeting Dates**

|              |             |
|--------------|-------------|
| July 31      | October 30  |
| August 28    | November 27 |
| September 25 | December 25 |

The November 27 and December 25 meeting times will be determined at a later date.