

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

December 31, 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 and Jim Mode.

Others Present: Ben Wehmeier - County Administrator; Connie Freeberg - Paralegal II; Barb Frank - County Clerk.

3. Certification of compliance with Open Meeting Law Requirements

Staff certified compliance with the open meeting law.

4. Review of Agenda

Strike Item 17 - Set December Meeting Date

5. Public Comment

None

6. Approval of November 26 2013 Administration & Rules Committee meeting minutes

Motion made by Supervisor Babcock; Second by Supervisor Mode to approve the November 26, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.

7. Approval of December 10, 2013 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Supervisor Braughler; Second by Supervisor Babcock to approve the December 10, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

8. Communications - None

9. Discussion and possible action on Jefferson County becoming a member of Wisconsin River Rail Transit Commission (WRRTC)

Supervisor Molinaro and Administrator Wehmeier provided introductory comments relating to the WRRTC, to include review of the budgetary process that including funding for participation and the County recently hosting of an executive meeting at Jefferson County. Although money was included in the budget for participation, the County is required to also provide a formal resolution to join the WRRTC.

The Committee was supportive of joining the WRRTC as funding had already been approved through the budget process. The main concern is to ensure that the County does have flexibility in the future to not be in the WRRTC if it feels that there is limited economic development benefits or if funds may not be available in future year budgets.

The Committee requested the Resolution to participate reflects that future year membership reflects subject to availability of funds in the future.

Motion made by Supervisor Braughler; Second by Supervisor Mode to forward a resolution to the County Board for their consideration. (Ayes-All) Motion carried

10. Discussion and possible action on appointment process for representatives to the WRRTC on behalf of Jefferson County

The County Administrator introduced that as becoming a member of the WRRTC included three appointments to represent the County. Further there is no specific requirement of the

WRRTC of how these appointments would take place. Discussion proceeded accordingly. The final recommendation is to make it an appointment of the Chair with coordination of the County Administrator. Further, one of the appointments shall be a member of the JCEDC due to the investment they are making as well and the impact the WRRTC could have on economic development of the County.

Motion made by Supervisor Mode; Second by Supervisor Babcock. (Ayes-All) Motion carried

11. Discussion and possible action on resolutions, letters or reports from other governmental agencies

- a. Outagamie County Resolution "Require individuals to show proper identification when picking up Schedule II or III narcotic/opiate prescription medication"

Staff discussed the resolution with the committee members.

Motion made by Supervisor Mode; Second by Supervisor Babcock to support the resolution and forward it to County Board for their consideration. (Ayes-All) Motion Carried.

- b. Outagamie County Resolution "Allow all levels of EMT's and first responders to be trained to administer naloxene"

Staff discussed the resolution with the committee members. The Committee requested the Human Services Board be advised of the resolution prior to the County Board meeting.

Motion made by Supervisor Molinaro; Second by Supervisor Mode to support the resolution and forward it to County Board for their consideration. (Ayes-All) Motion Carried.

- c. Outagamie County Resolution "Updates state criminal law and state regulatory provisions concerning prescription drugs and controlled substances in order to facilitate the operation of drug disposal programs"

Staff discussed the resolution with the committee members. Committee referred the Resolution to the Solid Waste Committee

- d. Outagamie County Resolution "Provide immunity from certain criminal prosecutions for a person who brings another person to an emergency room for medical assistance.

Staff discussed the resolution with the committee members. Committee referred the Resolution to the Human Services Board.

12. Review Administration and County Board Financial Report.

Financial reports were provided for the committee to review. John Molinaro and Ben Wehmeier commented on their budgets. John Molinaro indicated in coordination with the Administrator that discussion will take place with department heads as to how travel by supervisors for meetings and conferences will take place. In some cases departments pay for it and other case the County Board budget is asked to be utilized. No action taken.

13. Discussion and possible action on county-wide transition plan

Ben Wehmeier reviewed items covered in December and future action items for the coming months.

14. County Administrator's monthly report

Ben Wehmeier gave a brief monthly report and addressed questions from the Committee.

15. **Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data.**

Motion made by Supervisor Braughler; Second by Supervisor Mode to convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation date (Roll Call Vote was taken - Ayes-All) Motion Carried.

16. **Reconvene in open session to take possible action on items discussed in closed session**

Motion made by Supervisor Mode; Second by Supervisor Babcock to reconvene in open session.

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

- Approval of December 31, 2013 Administration & Rules Committee meeting minutes
- Approval of January 14, 2014 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- County Administrator's monthly report

18. **Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn at 10:10 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

January 29, 2014