

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

November 26, 2014

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Rinard at 8:00 a.m.

2. Roll Call

Administration and Rules Committee Members

Members present: Jim Braugher, Jennifer Hanneman, Steve Nass, Amy Rinard and Jim Schroeder.

Others Present: Ben Wehmeier - County Administrator; Connie Freeberg, Paralegal; J. Blair Ward – Corporation Counsel; Barb Frank, County Clerk; Supervisor Walt Christensen.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

Item #19 was moved up to accommodate staff.

5. Public Comment

6. Approval of October 29, 2014 Administration & Rules Committee meeting minutes

Motion made by Nass; Second by Schroeder to approve the October 29, 2014 Administration & Rules Committee meeting minutes as corrected. (Ayes-All) Motion carried.

7. Approval of October 28, 2014 and November 12, 2014 County Board minutes

Corrections were distributed for the committee members to review.

Motion made by Schroeder; Second by Hanneman to approve the October 28, 2014 and November 12, 2014 County Board meeting minutes as corrected. (Ayes-All). Motion carried.

8. Discussion and possible action on newspaper cost and formatting for October 14, 2014 County Board Minutes

A sample of minutes in newspaper format was provided for the committee to review. The Daily Union plans to charge extra for certain formatting. Ward will contact the Daily Union and discuss the issues and our contract with them. The committee felt that it would be worth paying the extra \$100 for October and in the meantime Ward will get clarification on the contract and report back at the next meeting.

Motion made by Nass; Second by Hanneman to pay the additional \$100 for printing the October minutes. (Ayes-All) Motion carried.

9. Communications

- a. Corrections for November 12, 2014 County Board minutes
- b. Financial Reports
- c. Social Media information from Dodge County, City of Madison, City of Eau Claire and WMMIC
- d. Email regarding next meeting date
- e. Administrator's Monthly Report
- f. Revised Records Retention Schedules

10. Update Task Force on County Government Organization and Operations

Wehmeier explained that the appointments to the Task Force have been made. The plan is to have an organizational meeting in December. There was a lot of interest in serving on this committee. Everybody will be welcome to give their input. No action taken.

11. **Discussion and possible action on Ordinance “In regard to County committees, board, commissions or other bodies, (1) amend board rules regarding procedure for election of officers and (2) create section allowing chair to maintain reasonable control of public comment”**

A draft of the resolution was provided for the committee to review. The committee suggested some changes to the ordinance.

Motion by Braughler; Second by Hanneman to move the committee chairman section to #10 and the rest as amended or added be forwarded to the County Board for their consideration. (Ayes-All) Motion Carried.

12. **Discussion and possible action on Ordinance “Create Board Rule on vacancies on the County Board”**

Schroeder explained that when the recent vacancy occurred, they realized that there is no ordinance to cover these situations. Ward discussed some options that the committee may want to consider regarding this new rule. It was suggested that the County Board Chair be responsible for appointing supervisors to fill the vacancies. The committee discussed the options and made changes to the ordinance.

Motion by Nass; Second by Hanneman to forward the ordinance, as amended, to the County Board for their consideration. (Ayes-All) Motion Carried.

13. **Discussion of policy for “naming rights” of county facilities**

Schroeder explained that Supervisor Jaeckel asked that this be placed on the agenda. Staff and the committee discussed placing plaques and other types of recognition of donors. Supervisor Jaeckel does not like the idea of placing plaques. It was suggested that plaques should contain only general information with date and possibly the mission statement. No specific names should be used. This will be discussed at the next meeting. No action taken.

14. **Discussion and possible action on records retention and social media**

Samples of Social Media policy regulation from other municipalities were provided for the committee to review. Wehmeier explained that records retention has come up due to new technology. For example, the new security cameras, Facebook and other social media are types of electronic files that need to be saved for a period of time. It was recommended that the committee review the information that was provided and discuss it at the next meeting. After review, let Ward know your opinions on the information. No action taken.

15. **Discussion and possible action on reducing the number of members that serve on the Solid Waste/Air Quality Committee and also reduce the number of times that they meet.**

The Solid Waste/Air Quality Committee feels that they can conduct business with three members or with less meetings. The committee was asked to consider reducing members and meeting times for other committees. The committee discussed the issues related to the possibility of a walking quorum and guaranteeing a quorum for their meetings when there are only three members. It was suggested that the Board Chair work with the committee chairman on reducing the number of times a committee meets and the Administrator can work with Departments to try and achieve the same. The committee felt that this may be an item that the Task Force could discuss or a meeting of committee chairs could be scheduled to discuss this issue. Ward reviewed the Board Rules to determine whether or not the Board Chair is required to appoint 5 members and his opinion is that the number of members appointed should be equal to the amount specified in the Board Rules. No action taken.

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

- a. Milwaukee County Resolution “Requesting a response from the Wisconsin Department of Health Services to the questions posed by the Milwaukee County Aging and Disability Resource Center Governing Board”

The committee reviewed the resolution. No action taken.

17. **Review Financial Reports**

- a. County Administrator
- b. Clerk of Courts
- c. Corporation Counsel
- d. County Board
- e. Register of Deeds

Financial reports were provided for the committee to review. No action taken.

18. **County Administrator's monthly report**

A copy of the monthly report was provided for the committee to review. Wehmeier addressed questions from the committee. No action taken.

19. **Set next meeting date**

The committee canceled their meeting scheduled for December 31st. The next meeting is scheduled for Tuesday, January 27th at 8:30 a.m.

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

- Approval of November 26, 2014 Administration & Rules Committee meeting minutes
- Approval of December 9, 2014 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies
- Discussion and possible action dedication plaque
- Discussion and possible action on records retention and social media

21. **Adjourn**

Motion made by Hanneman; Second by Schroeder to adjourn at 9:57 a.m. (Ayes-All) Motion Carried.