

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

June 24, 2015

Administration & Rules Committee

1. Call to Order

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

2. Roll Call

Administration and Rules Committee Members

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

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeberg – Paralegal II; Brian Lamers, Finance Director; J. Blair Ward, Corporation Counsel; Andy Erdman – Land Information Director.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No Changes.

5. Public Comment

None

6. Approval of May 27, 2015 Administration & Rules Committee meeting minutes

Motion made by Nass; Second by Hanneman to approve the May 27, 2015 Administration & Rules Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the June 9, 2015 County Board minutes

Motion made by Nass; Second by Braughler to approve the June 9, 2015 County Board minutes as corrected. (Ayes-All) Motion carried.

8. Communications

- June 9, 2015 County Board minute corrections
- Approve the minutes from June 24, 2015 Administration & Rules Committee meeting
- County Administrator's Monthly Report
- Draft Ordinance – Amend Access to Public Records

9. Update – Task Force on County Government Organization and Operations

Hanneman explained that the Task Force has been trying to achieve as much as they can before their deadline. They are in the process of trying to develop an action plan and assign the tasks to subcommittees and work groups. No action taken.

10. Discussion and possible action on Task Force assignments

Wehmeier explained that the Administration and Rules committee was assigned the task of monitoring and updating the Strategic Plan goals. In addition, discussion of committee structure, county board size and department structure were also assigned to Administration and Rules. No action taken.

11. Discussion and possible action on amending Access to Public Records Ordinance to address electronic media.

A revised ordinance was provided for the committee to review. The committee discussed the changes. The Courthouse Security and Facilities will review the draft and it will be brought back to the Administration and Rules Committee.

Motion by Nass; Second by Hanneman to refer this ordinance to the Courthouse Security and Facilities Committee for their recommendation. (Ayes-All) Motion carried.

12. Discussion and possible action on reconfiguring April meetings for the County Board to accommodate members who serve on other boards.

Wehmeier explained that a formal letter will be sent out stating that April County Board meetings will be held at 5:00 p.m. It was suggested that information on the April meeting time be included in the information that is given to candidates who are running for office. No action taken.

13. Update on county administrator performance evaluation

Rinard explained that the emails have been sent out and the data will be compiled for the next meeting. No action taken.

14. Update on the State Budget

No update at this time. No action taken.

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

- a. Proclamation "125th Anniversary of the Founding of the National Society of Daughters of the American Revolution"

The committee reviewed this resolution.

Motion by Nass; Second by Hanneman to advance the proclamation to the County Board. (Ayes-All) Motion carried.

- b. Racine County Resolution "Support the funding of pay progression for prosecutors and creation and funding of additional assistant District Attorney positions"

The committee reviewed this resolution.

Motion by Nass; Second by Schroeder to refer this resolution to the District Attorney for review and recommendation. (Ayes-All) Motion carried.

- c. Brown County Resolution "Supporting the Protective Status of county correction officers for WRS Purposes"

The committee reviewed this resolution. No action taken.

- d. Brown County Resolution "Opposition to the legalization of marijuana in the state"

The committee reviewed this resolution. No action taken.

- e. Taylor County Resolution "Secure state funding to support communicable disease control for population health"

The Department of Health will be reviewing this resolution at their next meeting. No action taken.

- f. Price County Resolution "Reassign County Veterans Service Commission to Chapter 59 of Wis. State Statutes"

The committee reviewed this resolution. This will be referred to Yvonne Duesterhoeft, Jefferson County Veterans' Service Officer for her input. No action taken.

16. 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.

17. County Administrator's monthly report

Department Head Meeting: Rinard and Schroeder discussed the Administrator evaluation process; Wehmeier reviewed the action plan from the Task Force to get feedback and thoughts; Budget issues were discussed and the FBI gave a Cyber Security presentation.

Highway Facility Open House: The Open House was a success. The satellite shops are in the design phase. They are working on title reports and surveys.

Library System: Waukesha County approved the resolution unanimously.

Table Top Exercise: Participated in a table top exercise on a mass casualty with Dodge County. A full scale exercise is planned for October.

LEAN: Wehmeier and Schroeder attended presentations by two county teams on their LEAN projects; Met with WCTC to discuss LEAN training for the county.

Medical College: This is still ongoing.

Conference: Wehmeier attended the WCMA conference.

Wehmeier addressed questions from the committee. No action taken.

18. Set next meeting date

The next meeting is scheduled for Wednesday, July 29 at 8:30 a.m.

19. Tentative Future Agenda Items and Meeting Dates

- Approval of June 24, 2015 Administration & Rules Committee meeting minutes
- Approval of July 14, 2015 County Board meeting minutes
- Update on State Budget
- Discussion and possible action on amending Access to Public Records Ordinance to address electronic media. (Referred to Courthouse Security and Facilities - September 3rd)
- Review Resolution "Support the funding of pay progression for prosecutors and creation and funding of additional assistant District Attorney positions" recommendation from DA
- Review Resolution "Secure state funding to support communicable disease control for population health" (Referred to Board of Health - July 29th)
- Review Resolution "Reassign County Veterans Service Commission to Chapter 59 of Wis. State Statutes" recommendation from Veterans' Service Officer
- Closed Session – County Administrator's Evaluation

20. Adjourn

Motion made by Braughler; Second by Hanneman to adjourn at 9:40 a.m. (Ayes-All) Motion Carried.