

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**September 30, 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 Freeburg, Paralegal II; Barb Frank, County Clerk; Yelena Zarwell, Assistant Corporation Counsel; J. Blair Ward, Corporation Counsel and Brian Lamers, Finance 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 August 18, 2015 Joint Committee meeting minutes**

Motion by Braughler; Second by Hanneman to approve the August 18, 2015 Joint Committee meeting minutes as presented. (Ayes-All) Motion carried.

**7. Approval of the August 26, 2015 Administration & Rules Committee meeting minutes**

Motion by Hanneman; Second by Braughler to approve the August 26, 2015 Administration & Rules Committee meeting minutes as presented. (Ayes-All) Motion carried.

**8. Approval of the September 4, 2015 Joint Committee meeting minutes**

Motion by Braughler; Second by Hanneman to approve the September 4, 2015 Joint Committee meeting minutes as presented. (Ayes-All) Motion carried.

**9. Approval of the September 8, 2015 County Board meeting minutes**

Motion by Hanneman; Second by Braughler to approve the September 8, 2015 County Board meeting minutes as corrected. (Ayes-All) Motion carried.

**10. Communications**

- County Administrator Report & Goals
- County Board Rules related to the Mid WI Federated Library System Board
- Updated Boundary Map

**11. Discussion and possible action to amend Supervisor District Ordinance 2011-11 to incorporate annexations and detachments**

Information and boundary maps were provided for the committee to review. Andy Erdman explained that this process needs to be completed every two years. An ordinance will be provided for committee review at the next meeting. No action taken.

**12. Discussion and possible action on establishing 2016 bonus performance standards for County Administrator**

Wehmeier provided a list of goals for the committee to review. The committee selected the goals that we would like to see progress on. Ben will add details to the selected goals and bring them back to the next meeting. No action taken.

**13. Discussion & possible action on revising County Board Rules related to the new joint library board – Bridges Federated Library System Board**

A copy of the County Board Rules related to the Mid Wisconsin Federated Library System Board was provided for the committee to review. Wehmeier explained that the library board would like to begin making recommendations for appointments. Jefferson County will have 3 of the 11 members on the board. The committee would like a County Board Supervisor appointed to the Bridges Federated Library System Board by the County Administrator. Staff will bring a draft of the revised Board Rules for the committee to review at the next meeting. No action taken.

**14. Discussion and possible action on Resolution referred for recommendation**

- a. “Discussion and possible action on Resolution – Support proposed legislation extending the special circumstances battery provisions to a person who is employed by, or under contract with, a court, a county department of human or social services, a tribal child welfare agency or the department of children and families, to provide intake, dispositional, or other services relating to child welfare or juvenile workers (Referred to Human Services Board)”

The Human Services Board voted unanimously supported this resolution.

Motion by Nass; Second by Schroeder to support this resolution and forward it to the County Board for their consideration. (Ayes-All) Motion carried.

- b. Discussion and possible action on Resolution – Amending access to Public Records Ordinance to address electronic media (Referred to Courthouse Securities & Facilities Committee)

A revised draft of the resolution reviewed by the Courthouse Securities & Facilities Committee was provided for review. Ward will make revisions and bring it back to the next meeting for review. No action taken.

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

- a. St. Croix County Resolution – Supporting new social security supplemental security income (SSI) asset limits and implementation of the Achieving a Better Life Experience Act

A copy of the resolution was provided for the committee to review.

Motion by Nass; Second by Hanneman to refer this resolution to the Human Services Board and also the ADRC for their review. (Ayes-All) Motion carried.

**16. Review Financial Reports (July)**

- 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**

A written report was provided for the committee to review. Wehmeier discussed the report and addressed questions from the committee. No action taken.

**18. Tentative Future Agenda Items and Meeting Dates (October 28, 2015)**

- Approval of September 30, 2015 Administration & Rules Committee meeting minutes
- Approval of October , 2015 County Board meeting minutes
- Approval of October , 2015 County Board meeting minutes
- Discussion and possible action Task Force assignments
- Discussion and possible action to amend Supervisor District Ordinance 2011-11 to incorporate annexations and detachments
- Discussion and possible action on establishing 2016 bonus performance standards for County Administrator

- Discussion & possible action on revising County Board Rules related to the new joint library board – Bridges Federated Library System Board
- Discussion and possible action on amending Access to Public Records Ordinance to address electronic media

**19. Adjourn**

Motion made by Nass; Second by Hanneman to adjourn at 10:00 a.m. (Ayes-All) Motion Carried.