

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**November 25, 2015**

Administration & Rules Committee

**1. Call to Order**

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

**2. Roll Call**

**Administration and Rules Committee Members**

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

Others Present: Ben Wehmeier, County Administrator; Tammie Jaeger, Administrative Secretary; Connie Freeburg, Paralegal II; Barb Frank, County Clerk; J. Blair Ward, Corporation Counsel, Carla Robinson, Clerk of Courts, Alexa Zoellner, Reporter, Jefferson Daily Union and Yelena Zarwell, Assistant Corporation Counsel.

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

Wehmeier certified compliance with the open meeting law.

**4. Review of Agenda**

Item #14 was moved to accommodate staff.

**5. Public Comment**

None

**6. Approval of October 28, 2015 Committee meeting minutes**

Motion by Nass; Second by Braughler to approve the October 28, 2015 Committee meeting minutes as presented. (Ayes-4, Rinard Abstained) Motion carried.

**7. Approval of the October 27, 2015 County Board meeting minutes**

Motion by Hanneman; Second by Braughler to approve the October 27, 2015 County Board meeting minutes as corrected. (Ayes-4, Rinard Abstained) Motion carried.

**8. Approval of the November 10, 2015 County Board meeting minutes**

Motion by Schroeder; Second by Hanneman to approve the November 10, 2015 County Board meeting minutes as corrected. (Ayes-4, Braughler Abstained) Motion carried.

**9. Communications**

- County Administrator Report

**10. Discussion and possible action to authorize the County to contract for Guardian Ad Litem (GAL) and adversary legal counsel for court appointments**

Copies of the contracts were provided for the committee to review. Robinson discussed the contracts for GAL services.

Motion by Nass; Second by Hanneman to approve the contract with suggested changes and forward to the County Board for their consideration. (Ayes-All) Motion carried.

**11. Discussion of potential county policy concerning recognition for sponsorship, donation and volunteer support for Jefferson County programs and projects**

Wehmeier explained that the topic of recognition has come up again. There is a need to develop some policy parameters to consider when these situations arise. The committee would like to review policies from the Department of Natural Resources (DNR) and other communities. Wehmeier will develop a working group and come back to the committee with a general recommendation for review. No action taken.

**12. Discussion and possible action on supporting new social security supplemental security income (SSI) asset limits and implementation of the Achieving a Better Life Experience Act (Previously referred to Human Services Board)**

The Human Services Board supports this resolution.

Motion by Nass; Second by Hanneman to send this resolution to the County Board for their consideration. (Ayes-All) Motion carried.

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

- a. Kewaunee County Resolution – “Urging Amendment to \$43.12 County Payment for Library Services”

A copy of the resolution was provided for the committee to review. Wehmeier discussed the resolution. No action taken.

- b. Wood County Resolution – “Encourage the Legislature to Fix an Oversight in the Application of the Public Records Law”

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

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

- c. Winnegabo County Resolution – “Urge the Wisconsin Legislature to Transfer Jurisdiction of 17-Year Old Delinquent Offenders Back into the Juvenile Justice System from the Adult Corrections System”

A copy of the resolution was provided for the committee to review. This resolution will be referred to the Human Services Board. No action taken.

- d. Resolution opposing SB326 and AB429 relating to referral of cases of suspected or threatened child abuse or neglect to the sheriff or police department, coordination of the investigation of those cases, and referral of those cases to the district attorney for criminal prosecution.

A copy of the resolution and related documents were provided for the committee to review. The committee discussed the resolution. This resolution will be forwarded to the Human Services Board for their review and also forwarded to the County Board.

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

**14. Discussion and possible action on Task Force assignments**

- a. Discussion on County Board committee work flow process

Wehmeier explained that a test was conducted to see how long it takes for mail to arrive. Mail is taking longer to get to its destination. Staff is looking for ways to be more efficient. The schedule of committee meetings needs to be looked at so that items going to the County Board are timelier. The County Board Rules need to be reviewed as well. Nass suggested that the executive summary include information about the County Board meeting schedule review that will be done. Schroeder suggested that a trial of afternoon or evening meetings be tried.

Motion by Nass; Second by Hanneman to forward the Board Rule change to the county board for their consideration. (Ayes-All) Motion carried.

**15. Review Financial Reports (October)**

- 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.

**16. 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.

**17. Tentative Future Agenda Items and Meeting Dates (January 27, 2015)**

- Approval of November 25, 2015 Administration & Rules Committee meeting minutes
- Approval of December 8, 2015 County Board meeting minutes
- Review Board Rules for any changes
- Discussion and possible action on official newspaper contract

**18. Adjourn**

Motion made by Nass; Second by Hanneman to adjourn at 9:46 a.m. (Ayes-All) Motion Carried.