

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

June 22, 2016

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, Steve Nass, Jim Schroeder and Amy Rinard.

Excused: Jennifer Hanneman

Others Present: Ben Wehmeier, County Administrator; Barb Frank, County Clerk; Connie Freeberg – Paralegal II; J. Blair Ward, Corporation Counsel; Terri Palm-Kostroski, Human Resources Director 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 May 25, 2016 Committee meeting minutes

Motion by Braughler; Second by Schroeder to approve the May 25, 2016 Committee meeting minutes as presented. (Ayes-All) Motion carried.

7. Approval of the June 14, 2016 County Board meeting minutes

Motion by Schroeder Second by Nass to approve the June 14, 2016 County Board meeting minutes as corrected. (Ayes -All) Motion Carried.

8. Communications

- a. Corrections for June 14, 2016 Minutes
- b. Financial Reports

9. Discussion and possible action on RFP for County Board Video Services

Wehmeier discussed the idea of sending out an RFP for County Board Video Services. The committee discussed other options for video services.

Motion by Schroeder; Second by Rinard to authorize an RFP and the have the administrator explore other options as well. (Ayes-All) Motion carried.

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

- a. Washara County Resolution – Urging the Amendment of §43.12, Wis. Stats, Related to Library Funding
A copy of the resolution was provided for the committee to review. No action taken.
- b. WCA Resolution – Urging the Legislature and Governor to agree upon a sustainable solution for state and local road funding
A copy of the resolution was provided for the committee to review. Schroeder supports this resolution. Ben will work with the Highway Commissioner to draft a resolution for Jefferson County and bring it back to committee for review. The committee would like the final draft sent to the townships and local state reps. No action taken.

11. Discussion and possible action on Task Force assignments – County Board Committee and work flow process

The workgroup will be meeting to discuss this. A meeting of the Council of Governments is scheduled for July 28th at the Fair Park. The Committee Chair meeting will be scheduled for July 12th before the County Board meeting. No action taken.

12. Discussion and possible action on Wisconsin Counties Association (WCA) materials “What are Counties?”

The committee reviewed materials from WCA “What are Counties”. This will be posted on our website and used during the booth during the County Fair. No action taken.

13. Financial Reports (May)

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

Financial Reports were provided for review. No action taken.

14. County Administrator’s monthly report

Wehmeier gave a verbal report. Highlights included: working with the JCEDC and consultant to replace the JCEDC Director; met with Dodge County regarding JCEDC partnership; met with WEDO on transition; met with County Executive & Administrators; held several quarterly Department Head meetings; met with Maas Construction; Attended several events with the Governor in attendance; met with Mike Wallace from Fort HealthCare; was asked to serve on the UW Extension Board; attended the Public Policy Forum Award Reception; served as the Memorial Day Speaker in Jefferson. No action taken.

15. Convene in closed session pursuant to state statutes 19.85 (1)(c) to consider the County Administrator’s performance evaluation data

Motion by Braughler; Second by Schroeder to convene in closed session pursuant to state statutes 19.85 (1)(c) to consider the County Administrator’s performance evaluation data. (Roll call vote was taken – Ayes-All) Motion carried.

16. Reconvene in open session for possible action on items discussed in closed session

Motion by Schroeder; Second by Nass to reconvene in open session
The committee felt that the County Administrator goals were met.

Motion by Schroeder; Second by Nass to increase compensation up to two steps and authorize release of the \$5,000 bonus. (Ayes-All) Motion carried.

Motion by Braughler; Second by Nass to approve the goals for 2016-2017 as submitted by the County Administrator. (Ayes-All) Motion carried.

17. Discussion of revising evaluation form used for evaluating County Administrator’s performance

Rinard said that she received several responses from those who were asked to fill out the evaluation form. They didn’t feel they were qualified to address certain criteria that was included on the current form. Palm-Kostroski explained that the form could be revised and goals could be included. The Chair and Kostroski will work together to revise the evaluation form for next year. No action taken.

18. Discussion and possible action on tentative future meeting schedule and agenda items – (July 20, 2016 - August 31, 2016)

- Approval of June 22, 2016 Administration & Rules Committee meeting minutes
- Approval of July 12, 2016 County Board meeting minutes
- Task Force Assignments - County Board Committee and work flow process
- Discussion and possible action on video RFP & other options
- Discussion and possible action on draft WCA Transportation Resolution

19. Adjourn

Motion made by Nass; Second by Braugher to adjourn at 10:14 a.m. (Ayes-All) Motion Carried.