

## COMMITTEE MINUTES

April 26, 2023

Executive Committee

**1. Call to Order**

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

**2. Roll Call**

Members present: Joan Fitzgerald, Steve Nass, Blane Poulson, Brandon White, Michael Wineke.

Others Present: Ben Wehmeier, County Administrator; Supervisor Anita Martin, Audrey McGraw, County Clerk; J. Blair Ward, Corporation Counsel; John Jensen, Treasurer; Staci Hoffman, Register of Deeds.

Others Present via ZOOM: Sarana Stolar, Corporation Counsel; Sheryl Trent and Zach Ratkai, SBrand Solutions; Jessica Tucker, Human Resources; Supervisor Walt Christensen; Marc DeVries, Finance Director; Terri Palm, Human Resources Director.

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

Wehmeier certified compliance with the Open Meetings Law.

**4. Review of Agenda**

No changes.

**5. Public Comment**

Supervisor Martin commented on recording committee meetings.

**6. Approval of the March 29, 2022 Executive Committee Meeting Minutes**

Draft Minutes were provided for review.

Motion by Fitzgerald/Poulson to approve the March 29, 2023 Executive Committee Meeting Minutes as printed. Motion passed 5-0.

**7. Approval of April 18, 2023 County Board minutes**

Draft minutes were provided for review.

Motion by Nass/Poulson to approve the April 18, 2023, County Board minutes. Motion passed 5-0.

**8. Discussion and Kick Off meeting for County's Strategic Plan**

Wehmeier introduced Sheryl and Zach from SBrand. Sheryl gave a presentation and overview of the strategic plan process. No action taken.

**9. Discussion and possible action on appointing replacement to serve the remainder of the unexpired term of Jefferson County Treasurer pursuant to section 17.21 Wisconsin Statutes**

A letter of resignation from John Jensen was provided. Wehmeier explained the process for filling the County Treasurer position. Ward explained that there is also the option of holding a special election. The committee does not feel a special election is necessary.

Motion by Fitzgerald/Nass to appoint Kelly Stade to fulfill the term of the County Treasurer and forward to County Board for confirmation. Motion passed 5-0.

**10. Discussion and review of County Board Rules**

A revised copy of 3.07 (7) RULES OF COUNTY BOARD STANDING COMMITTEES was provided for review. The committee discussed direct deposit, eliminating paper statements and method of claiming per diem and mileage. These revisions will be reviewed at the next Executive Committee meeting. No action taken.

**11. Discussion/Update on State Budget Process**

Wehmeier said they are holding the final hearing and that things should be moving quickly going forward. No action taken.

**12. Financial Reports**

- Clerk of Courts
- Corporation Counsel
- County Administrator
- County Board
- County Clerk

Financial Reports were provided for review. No action taken.

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

Wehmeier gave a verbal report highlighting the following: Strategic Plan Meetings with SBrand Solutions, Interagency meeting on Avian Flu, prep for Housing Summit, May 18<sup>th</sup> at the Lake Mills Community Center, prepping for final union mediation, broadband work, Nestle project, VERTIS work on highway site, review of our judicial structure and staffing in 2024, courthouse project, phasing, occupancy dates identified, Assistant to County Administrator position posted, planning meetings with communities for collaboration opportunities, Director of Facilities Management started. No action taken.

**14. Discussion and possible action on tentative future meeting schedule and agenda items**

Regular Meeting – May 31, 2023 at 8:30 a.m.

Agenda Items:

- Approval of April 26, 2023 Executive Committee minutes
- Approval of April 18, 2023 County Board minutes
- Strategic Plan Update
- Review of County Board Rules
- Financial Reports
- County Administrator's Monthly Report

**15. Adjourn**

Motion by Fitzgerald/Poulson to adjourn at 9:38 a.m. Motion passed 5-0.