

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**December 29, 2008**

**Administration & Rules Committee**

- 1. Call to Order**  
Meeting was called to order by Chairman Schmeling at 8:30 a.m.
- 2. Roll Call**  
**Administration and Rules Committee Members**  
Members present: Paul Babcock, James Braughler, Jim Mode, Sharon Schmeling  
Members excused: Steve Nass  
  
Others Present: Gary Petre - County Administrator; Paul Milbrath – Sheriff; Mr. Dennis Smith – Strategic Business Services; Steve Grabow - Community Development Educator; Supervisor Carol Knox; Connie Freeberg – Paralegal Confidential; Joe Nehmer – Parks Director
- 3. Certification of compliance with Open Meeting Law Requirements**  
The County Administrator certified compliance.
- 4. Review of Agenda**  
No changes were made.
- 5. Public Comment:** None.
- 6. Approval of November 25, 2008 Administration & Rules Committee meeting minutes and the December 17, 2008 minutes from the joint meeting with Law Enforcement Emergency Management**  
  
Motion made by Supervisor Babcock; Second by Supervisor Braughler to approve both sets of minutes. (Ayes–All)
- 7. Approval of December 9, 2008 County Board meeting minutes**  
Motion made by Supervisor Babcock; Second by Supervisor Mode to approve, as corrected. (Ayes-All)
- 8. Discussion and possible action on resolutions, letters or reports from other counties**  
The Committee discussed the National Recreation and Parks Association (NRPA) request to contact congressional leaders to support funding for local park construction and renovation. The Committee then asked staff to prepare a resolution for the January 13<sup>th</sup> County Board meeting that addresses the need for economic stimulus funding for county projects, including Parks, Highway, Courthouse Security Entrance, and any others.  
No vote taken. Action by consensus.
- 9. Discussion and possible action on an election to fill the vacant County Board supervisor District 13 seat.**  
After discussion about the difficulty in recruiting for someone to fill the vacant District 13 Supervisor seat, the committee directed staff to prepare a resolution for the January 13<sup>th</sup> County board meeting, to authorize a special election in either February or April, 2009 (Corp Counsel to determine). Resolution to include the history of the prior attempts to fill the vacancy and accurate fiscal note of special election cost.  
  
Motion made by Supervisor Mode; Second by Supervisor Braughler (Ayes-All)
- 10. Update on the MIS Operational Audit**  
The County Administrator presented the Management Analyst’s status report on the MIS Audit.  
No action taken, informational only.

- 11. Discussion regarding the Sheriff's Department Audit Preliminary Findings**  
The Committee, including the Sheriff and County Administrator, discussed the status of the Sheriff Department audit and the timeline for presenting the final audit report to the County Board. It is anticipated that this will occur at the County Board's February, 2009 meeting.  
No action taken, informational only.
- 12. Presentation by Dennis Smith regarding Strategic Planning**  
Mr. Dennis Smith, Strategic Business Services, presented to the Committee how Strategic Planning has evolved and the important role that it can play in preparing for the budget process. The Committee discussed the planning process and Mr. Smith responded to questions. Mr. Smith is available, pro bono, to assist the Committee in its future planning efforts.  
No action taken.
- 13. Discussion and possible action on WCA Seminar "Strategic Planning for County Government"**  
The Committee discussed attendance at the WCA Strategic Planning Seminar on January 26<sup>th</sup>. Anyone interested in attending should contact the County Administrator's office the week of January 5<sup>th</sup>.
- 14. Discussion and possible action regarding development of a County Strategic Plan with the assistance of Steve Grabow, UW Extension and County Board Supervisor Carol Knox**  
The Committee discussed the need to proceed with the Strategic Planning process. A work group of two County Board members, the County Administrator and the UW Extension Community Development Agent was formed to develop a "plan for the Plan". The work group will present a draft of its Plan at a special committee meeting on January 23<sup>rd</sup>.
- 15. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data**  
Motion by Supervisor Babcock; Second by Supervisor Mode to convene in closed session. (Ayes-All)
- 16. Reconvene in open session**  
Motion by Supervisor Mode; Second by Supervisor Babcock to reconvene in open session. (Ayes-All)
- 17. Discussion and possible action on items discussed in closed session**  
The Committee will compile the County Administrator's performance evaluation ratings and the Chairman and County Administrator will review the results.
- 18. Tentative Future Agenda Items and Meeting Dates**  
January 23<sup>rd</sup> at 10:00 a.m.
  - Strategic Planning meeting
  - Future meeting calendarJanuary 28<sup>th</sup> at 8:30 a.m.
  - County Administrator's job description
  - County Administrator's employment contract
  - County Administrator's monthly report
- 19. Adjourn**  
Motion made by Supervisor Mode; Second by Supervisor Babcock to adjourn – 12:10 p.m.