

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**February 27, 2008**

**Administration & Rules Committee**

**1. Call to Order.**

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

**2. Roll Call.**

All Members present: Sharon Schmeling, Paul Babcock, Jim Mode, Greg Torres.  
Steve Nass present at 8:34 a.m.

Others Present: Accounting Manager Dave Ehlinger, County Clerk Barbara Frank, Management Analyst, Paula Sumpter County Administrator Gary Petre, Corporation Counsel Phil Ristow, Connie Freeberg. Carlton Zentner present at 9:35 a.m.

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

The County Administrator certified compliance.

**4. Review of Agenda.**

Items to be taken in order on agenda.

**5. Public Comment.**

None

**6. Approval of February 4, 2008 Administration & Rules Committee minutes.**

Motion made by Supervisor Mode; Seconded by Supervisor Babcock to approve the minutes from February 4, 2008. (Motion Carried)

**7. Correction and approval of the February 12, 2008 County Board Minutes**

Motion made by Supervisor Babcock; Seconded by Supervisor Mode to approve the February 12, 2008 County Board Minutes. (Motion Carried)

**8. Discussion and possible action on creating a Historical Preservation Commission**

Supervisor Nass reported that this issue has not been discussed with the Zoning & Planning Committee yet.

**9. Status of Request for Proposal (RFP) for operational audit of Sheriff's Department**

Gary Petre informed the committee that the 1<sup>st</sup> Draft was in progress. He will have the final RFP ready for review at the next meeting.

**10. Discuss orientation of County Board Members:**

Barb Frank has this orientation scheduled for Wednesday, April 9<sup>th</sup> at 7:00 p.m. On the recommendations of Schmeling and Nass, the committee agreed that this orientation should be open to all County Board Members, and per diems will be paid.

**11. Discuss 2007 Annual County Board & Committee Per Diem and Expense Report**

A copy of this was reviewed by the committee. This report will be included in the March County Board packet.

**12. Review and possible action on County Board Rules**

**Human Services Board:** Phil Ristow told the committee that there was a change in a Statute location; no language changed. It was also suggested to make the language more general to eliminate the need to make constant to changes to this board rule.

**Infrastructure/Veterans Committee:** It was reported that this committee was in agreement that Veterans Service issues should be removed. They did not support removing the MIS functions.

Motion made **by** Supervisor Mode; Seconded by Supervisor Babcock to accept the recommendation of the Infrastructure/Veterans Committee and forward to County Board for approval. (Motion Carried)

**13. Resolutions and letters from other Counties**

The committee reviewed the resolutions. No action was taken.

**14. Discussion and possible action on the joint recommendations from the County Clerk and County Administrator regarding the realignment of the county's finance function**

The committee reviewed the documents and made a suggestion to add language to the Goal section to include..... Schmeling thanked the County Clerk and Administrator for their hard work and collaboration that resulted in a good compromise. The committee agreed.

Motion made **by** Supervisor Nass; Seconded by Supervisor Torres to forward a Resolution to the County Board that the Administration and Rules Committee's recommendation is to proceed with the committee plan for realignment. (Motion Carried)

**15. Discussion and possible action on recommendations in the Administrative Operational Audit.**

Gary Petre told the committee that at the next meeting he would have a report outlining the progress in executing the audit's short-term initiative.

**16. Status Report – Savings through the National Association of Counties (NACo) Prescription Drug Discount Card Program.**

Gary Petre reported that users of this card saved over \$2,400 through January.

**17. Review and possible action on County Board committee structures.**

**Jefferson County Economic Development Consortium:**

Committee members reported hearing helpful feedback from supervisors, urging status quo staffing of the committee. Motion made **by** Supervisor Babcock; Seconded by Supervisor Torres to withdraw any amendment to this board rule and forward to County Board for approval. (Motion Carried)

**18. Tentative Future Agenda Items and Meeting Dates**

March 26, 2008 at 8:30 a.m.

- Discussion and possible action on creating a Historical Preservation Commission
- Status of Request for Proposal (RFP) for operational audit of Sheriff's Department
- Discussion and possible action on recommendations in the Administrative Operational Audit
- Monthly status reports on Financial Reorganization
- Result of the Board of Health and Human Services Board meeting
- Monthly NACo Prescription Drug Card Program report
- Update on County Board orientation (Steve Grabow)
- Resolutions from other counties

**12. Adjourn.**

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to adjourn at 10:10 a.m.  
(Motion carried.)