

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

February 4, 2008

Administration & Rules Committee

1. Call to Order.

Meeting was called to order by Chairman Schmeling at 8:32- a.m.

2. Roll Call.

All Members present: Sharon Schmeling, Paul Babcock, Jim Mode, Greg Torres. Steve Nass

Others Present: Accounting Manager Dave Ehlinger, County Clerk Barbara Frank, Management Analyst, Paula Sumpter, County Administrator Gary Petre, Corporation Counsel Phil Ristow, Human Resources Director Terri Palm-Kostroski.

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 January 30, 2008 Administration & Rules Committee minutes.

Motion made by Supervisor Mode; Seconded by Supervisor Torres to approve the minutes from January 30, 2008 as corrected. (Motion Carried)

7. Review and make recommendation on official newspaper bid.

The committee reviewed the newspaper bids.

Motion made by Supervisor Torres; **Seconded by** Supervisor Babcock to select the Jefferson Daily Union as our official paper. Supervisor Mode abstained from voting due to conflict of interest. (Motion Carried)

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

The committee gave direction to create job descriptions outlining duties. No further action was taken.

9. Review and possible action on County Board committee structures. Chairman Schmeling proposed the following changes:

Administration and Rules Committee – Add to their list of duties the responsibility to meet with the Clerk of Courts and Register of Deeds as needed. The Committee is already charged with meeting with judges as needed. This change merely codifies existing practice. The Corporation Counsel should be added to the list since this office interacts regularly with the County Administrator.

Motion by Supervisor Mode; Second by Supervisor Nass to adopt recommended changes and to remove the MIS responsibilities from the Infrastructure/Veterans Committee. (Motion carried)

Economic Development Consortium – Two county board members and the County Administrator. This will reduce the number of committee assignments that must be filled by county board members and will strengthen the County’s investment in Economic Development by increasing the involvement of the County Administrator in that effort.

Motion by Supervisor Nass; Second by Supervisor Mode to adopt recommended changes. (Motion carried)

Finance Committee – Add to their list of duties the responsibility for the sale of county owned land. Currently, the Finance Committee is responsible only for the sale of foreclosed land. The County Board rules are silent about which committee has jurisdiction over other land that might be sold.

Motion by Supervisor Nass; Second by Supervisor Babcock to adopt recommended changes. (Motion carried)

Human Resources Committee – amend language about union negotiations to clarify that the committee **makes recommendations** to the County Board concerning union negotiations. The Committee does not **participate** in union negotiations and the language should be updated to reflect that fact. This language is left-over from times past when committees were running departments, rather than having professional staff to do so.

Motion by Supervisor Nass; Second by Supervisor Torres to adopt recommended changes. (Motion carried)

Infrastructure Committee – Eliminate the responsibility for the Committee to act as the liaison with the Veteran’s Service Office. The Veteran’s office is under the supervision of the County Administrator, who reports to Administration and Rules Committee and can bring issues regarding the Veteran’s office through that committee. Having the Veteran’s office report to the Infrastructure Committee, in addition to reporting to the Administrator is unnecessary duplication.

Motion by Supervisor Nass; Second by Supervisor Babcock to adopt recommended changes; remove oversight of the MIS Department and rename committee to Infrastructure. (Motion carried)

Land and Water Conservation Committee – Add to their list of duties the responsibility for the rental of any county owned agricultural land exclusive of Park development. Currently, the committee only has jurisdiction over rental of the County Farm property. The County Board rules are silent about responsibility for other county owned agricultural land.

Motion by Supervisor Nass; Second by Supervisor Torres to adopt recommended changes. (Motion carried)

Law Enforcement – Eliminate responsibility to work with Clerk of Court and Corporation Counsel, since the Administration and Rules Committee will be the contact point (see above). Committee will still be the liaison with the Coroner’s office and District Attorney.

No action needed.

Solid Waste/Air Quality Committee – Change meeting frequency from the current 12 meetings per year to six times a year. Instead of meeting monthly, they could meet every other month, with additional meetings called, as needed, by the committee chairman. Meeting less often would likely not hamper their ability to adequately discuss the few policy issues that must be brought to the County Board.

No action needed

10. Review and possible action on County Board Rules. Chairman Schmeling offered the following proposals:

Committee Chairmen – Add a paragraph to the rules outlining the responsibilities of Committee Chairmen. Chairmen should be selected based on their ability to: attend all committee meetings; approve the committee meeting agenda in advance; run meetings according to Roberts Rules of Order; be available to meet with community members and the county board chairman as necessary to achieve the committee’s goals; provide support and information to new committee members; ensure the committee is operating in accordance with the WI Open Meetings Law; ability to grasp and communicate the complex details of the committee’s department; ability to keep an open mind and build consensus among differing views.

Committee agreed to incorporate these ideas into training for new board members and share with returning board members during organizational meetings.

Term Limits – Chairman Schmeling proposed limiting the term of office for the Board Chairman and for committee chairmen each to 8 years. Counting of time begins in May 2008. This helps keep leadership fresh and provides for succession planning on the Board.

Committee does not support term limits.

Motion by Supervisor Nass; Second by Supervisor Torres to update county board rules to clarify that a Board Chairman or Committee Chairman is elected by majority vote and also can be removed by majority vote. (Motion carried)

Election of a new Chairman – Chairman Schmeling proposed that when the Chairman of the Board resigns or dies in office, an election for Chairman of the Board shall be held at the next regularly scheduled board meeting or within 60 days. The County Board rules are silent on this process. Having a rule will help ease the transition of leadership during a difficult time.

Motion by Supervisor Babcock; Second by Supervisor Nass to adopt recommended changes. (Motion carried)

Vice Chairman – When the Chairman resigns or dies in office, the first Vice Chairman shall assume all duties of the Chairman of the Board and shall be paid per diems and monthly salary of the Chairman of the Board until the County Board elects a new chairman.

Motion by Supervisor Mode; Second by Supervisor Babcock to adopt recommended changes.
(Motion carried)

Health & Human Services Board – Supervisor Mode initiated a discussion to merge the Board of Health and the Human Services Board.

Motion by Supervisor Mode; Second by Supervisor Nass to recommend that the Human Services Board establish a Health sub-committee. This sub committee would be paid per diems. This will be referred to the Board of Health and the Human Services Board for review. (Motion carried)

UW Extension & Land & Water Conservation – Supervisor Jim Mode initiated a discussion to merge the UW Extension Education Committee and the Land & Water Conservation Committees together. Corporation Counsel Phil Ristow reviewed the Statutes. No action was taken.

11. Tentative Future Agenda Items and Meeting Dates

February 27, 2008 at 8:30 a.m.

- Discussion and possible action on recommendations in the Administrative Operational Audit.
- Resolutions from other counties
- Update on RFP for Sheriff's Department Operational Audit
- Discuss agenda for orientation of county board members for 2008-2010 term.

12. Adjourn.

Motion made by Supervisor Mode; Seconded by Supervisor Babcock to adjourn at 11:07 a.m.
(Motion carried.)