

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

November 30, 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, Jim Schroeder, Jennifer Hanneman, Steve Nass and Amy Rinard.

Others Present: Donna Haugom, Emergency Management Director; Nycol Haberman, Emergency Management Program Director; Ben Wehmeier, County Administrator; Tammy Worzalla, Assistant Finance Director; Connie Freeberg, Paralegal II; Brian Lamers, Finance Director; J. Blair Ward, Corporation Counsel; Donna Miller, Finance.

3. Certification of compliance with Open Meeting Law Requirements

Wehmeier certified compliance with the open meeting law.

4. Review of Agenda

No Changes were made.

5. Public Comment

None

6. Approval of October 26, 2016 Committee meeting minutes

Motion by Schroeder; Second by Hanneman to approve the October 26, 2016 Committee meeting minutes as presented. (Ayes-All - Nass Abstained) Motion carried.

7. Approval of the October 25, 2016 and November 14, 2016 County Board meeting minutes

Motion by Nass; Second by Hanneman to approve the October 25, 2016 and November 14, 2016 County Board meeting minutes as presented. (Ayes -All) Motion Carried.

8. Communications

- Corrections for November 14, 2016 minutes
- Draft of RFP for Professional Development for Strategic Plan
- Working Draft of Partnership Agreement
- A3 Report for Get a Room LEAN presentation

9. LEAN Presentations

a. Get a Room

Presentation was given by Finance and UW Extension Staff, Tammy Worzalla, Donna Miller and Kim Buchholz.

b. Off-Site Extremely Hazardous Substance Plan Updates

Presentation was given by Emergency Management Staff, Donna Haugom and Nycol Haberman.

No action taken.

10. Review RFP for Facilitator of the Strategic Plan Update

A draft of the RFP for Professional Services was provided for review. Finalists will be interviewed at the January meeting. No action taken.

Motion by Schroeder; Second by Nass to approve the RFP and authorize the County Administrator to issue it. (Ayes-All) Motion Carried.

11. Update on Intergovernmental Agreement with Dodge County for Economic Development

A working draft of the agreement was provided for review. Wehmeier explained that Dodge County approved their budget. Staff will continue to work with Dodge County on this agreement. If there are any comments on the agreement let Administration know. No action taken.

12. Discussion on redrawing District 24 boundaries

The committee discussed options for redrawing District 24. Ward will work on the statutory procedure and advise the committee on the progress. The committee supports this and authorizes Ward to proceed with the process. If time allows, this will be taken to the County Board for consideration at their December meeting. No action taken.

13. Discussion and possible action on Task Force assignments – County Board Committee and work flow process (Braugher, Nass, Frank)

No action taken.

14. Financial Reports (October)

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

Financial Reports were not available for review. No action taken.

15. County Administrator's monthly report

Wehmeier gave a verbal report. Highlights included: UW Extension working group report is complete; meeting with MATC regarding survey on professional development within the county; WCTC conducted a focus group "Coaching for Accountability"; working with the City of Jefferson regarding car show parking; the lead and asbestos abatement is being completed at the old highway shop and several old highway buildings are being removed; attended annual Workforce Development meeting; Sheriff's collective bargaining is complete; attended the Fair Park recognition dinner; preparing the drug court policy; met with staff from UW regarding community collaboration. No action taken.

16. Discussion and possible action on tentative future meeting schedule and agenda items – (January 25, 2017)

- Approval of November 30, 2016 Administration & Rules Committee meeting minutes
- Approval of December 13, 2016 County Board meeting minutes
- Discussion and possible action on District 24
- Interview Facilitators (January 25, 2016)

17. Adjourn

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