

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

**April 24, 2013
Administration & Rules Committee**

1. **Call to Order**
Meeting was called to order by Supervisor Molinaro at 8:30 a.m.
2. **Roll Call**
Administration and Rules Committee Members
Members present: John Molinaro, Paul Babcock, Jim Mode and Rick Kuhlman.
James Braughler – Absent.

Others Present: Kathi Cauley – Interim County Administrator; Tammie Jaeger – Administrative Secretary; Connie Freeberg – Paralegal II; Phil Ristow – Corporation Counsel; Staci Hoffman – Register of Deeds; Bill Kern – Highway Commissioner; Barb Frank – County Clerk.
3. **Certification of compliance with Open Meeting Law Requirements**
Staff certified compliance with the open meeting law.
4. **Review of Agenda**
No changes were made.
5. **Public Comment**
None
6. **Approval of March 27, 2013 Administration & Rules Committee meeting minutes**
Motion made by Supervisor Mode; Second by Supervisor Babcock to approve the March 27, 2013 Administration & Rules Committee meeting minutes as printed. (Ayes-All) Motion carried.
7. **Approval of April 16, 2013 County Board minutes**
Corrections were distributed for the committee members to review.

Motion made by Supervisor Mode; Second by Supervisor Kuhlman to approve the April 16, 2013 County Board meeting minutes as corrected. (Ayes-All) Motion carried.
8. **Communications**
 - Corrections to the April 16, 2013 County Board Minutes
 - Email regarding “Bring Your Kid To Work Day”
9. **Discussion and possible action on vehicle usage report**
John Molinaro explained that the vehicle usage report was discussed at the Finance Committee meeting. The vehicle usage information is currently part of the Personnel Ordinance. It states that departments should give a yearly vehicle usage report to their committee for review. John reported on the use of the administration vehicle and the savings that resulted for the county. Kathi Cauley suggested coming up with ways that the vehicles are used more frequently, so that additional money would be saved. She will share the Human Services vehicle usage policy with the committee. Kathi also recommended continuous quality improvement reviews in all areas such as cell phones, and other equipment. No action taken.
10. **Discussion and procedure for meeting attendance**
John Molinaro explained that there should be a process for reporting when County Board Supervisors will be absent from meetings. Recording absent vs. excused in the minutes was also discussed. It was suggested that the minutes reflect a “notified absence” when a supervisor has called in advance. It was suggested that supervisors call the County Clerk in advance when they will not be attending a meeting or the minutes will state they are unexcused. Staff will work on a procedure and the committee will discuss this at their next meeting. No action taken.

11. Discussion and possible action on resolutions, letters or reports from other governmental agencies

- a. Wood County Resolution – “To Request the state to enact legislation that prohibits an entity from foreclosing on property unless that entity itself has a recorded interest in the property”

Phil Ristow and Staci Hoffman discussed the resolution. Staci distributed a copy of a similar resolution from the Register of Deeds Association for the Committee to review.

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to support the resolution recommended by the Register of Deeds Association and forward it to the County Board for their consideration. (Ayes-All) Motion carried.

- b. Adams County Resolution – “To support modification of recount procedures to allow either hand count or the use of automated tabulating equipment”

Barb Frank discussed the resolution and addressed questions from the committee. Barb recommends supporting this resolution.

Motion made by Supervisor Mode; Second by Supervisor Babcock to support this resolution and forward it to County Board for their consideration. (Ayes-All) Motion carried.

- c. Adams County Resolution – “To oppose set hours for obtaining absentee ballots”

Barb Frank and the committee discussed the resolution.

Motion made by Supervisor Molinaro; Second by Supervisor Kuhlman to support this resolution and forward it to County Board for their consideration. (Ayes-All) Motion carried.

- d. Adams County Resolution – “To oppose placement of election day registration under the direction of the County Clerk’s office”

Barb Frank discussed the resolution.

Motion made by Supervisor Kuhlman; Second by Supervisor Molinaro to support this resolution and forward it to County Board for their consideration. (Ayes-All) Motion carried.

- e. Outagamie County Resolution – “Oppose freezing the renewable energy requirements

The committee discussed the resolution and felt that it should be left to the legislature. No action taken.

- f. Outagamie County Resolution – “Oppose allowing the board of canvassers conducting a recount to determine to conduct the recount of a specific election by hand unless a court orders the recount to be conducted by another method”

This resolution is the conflicts with the previous Adams County resolution. No action taken.

- g. Outagamie County Resolution – “Support indication of veteran status on an operator’s license or identification card”

The committee discussed this resolution.

Motion made by Supervisor Babcock; Second by Supervisor Kuhlman to support this resolution and forward it to the County Board for their consideration. (Ayes-All) Motion carried.

12. Interim County Administrator’s monthly report

Kathi Cauley reviewed her April 2013 monthly report and addressed questions from the Committee.

13. Tentative Future Agenda Items and Meeting Dates

- Approval of April 24, 2013 Administration & Rules Committee meeting minutes
- Approval of May 14, 2013 County Board meeting minutes
- Discussion and possible action on resolutions, letters or reports from other governmental agencies

- Discussion and possible action on vehicle usage policy
- Discuss research on using electronic media to reduce hard copies by providing supervisors laptops or other devices for the County Board.
- Discussion and possible action on updating the procedure for reporting absences for meetings
- Interim County Interim Administrator's monthly report
- Discussion and possible action on Resolutions referred to the Law Enforcement and Emergency Management Committee:
 - a. Outagamie County Resolution – Exempting off-duty officers from current state law prohibiting a licensee from carrying a firearm on school grounds and certain posted private properties.
 - b. Outagamie County Resolution – Authorizing Lobbyist to request the state legislature re-examine WI State Statute 968.255 regarding strip searches
 - c. Outagamie County Resolution – Extending the time period from 12 months to 24 months for a county to seek reimbursement for certain expenses it incurs from a person sentenced to a county jail.

14. **Adjourn**

Motion made by Supervisor Kuhlman; Second by Supervisor Mode to adjourn at 9:35 a.m. (Ayes-All) Motion Carried.

Future Tentative Meeting Dates

Future Meeting Schedule: Last Wednesday of the month at 8:30 a.m.:

May 29, June 26, July 31, August 28, September 25, October 30, November 27, December 25.

The November 27 and December 25 meeting times will be determined at a later date.