

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**April 30, 2008**

**Administration & Rules Committee**

**1. Call to Order.**

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

**2. Roll Call.**

Members present: Paul Babcock, James Braughler, Jim Mode, Steve Nass, Sharon Schmeling.

Others Present: Gary Petre, Paula Sumpter, Kevin Stapleton, Barbara Frank, David Ehlinger; Connie Freeberg.

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

The County Administrator certified compliance.

**4. Review of Agenda.**

Item 9 was moved up on the agenda.

**5. Public Comment.**

None

**6. Election of Chairman, Vice Chairman and Secretary**

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to nominate Sharon Schmeling for the position of Chairman.

Motion made by Supervisor Nass; Seconded by Supervisor Mode to close nominations and cast a unanimous ballot. (Motion Carried)

Motion made by Supervisor Schmeling; Seconded by Supervisor Mode to nominate Supervisor Nass for the position of Vice Chairman.

Motion made by Supervisor Mode; Seconded by Supervisor Babcock to close nominations and cast a unanimous ballot. (Motion Carried)

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to nominate James Braughler for the position of Secretary.

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to close nominations and cast a unanimous ballot. (Motion Carried)

**7. Review Board Rules related to the committee**

Sharon Schmeling read through the Board Rules for the Administration & Rules Committee.

**8. Approval of March 31, 2008 Administration & Rules Committee minutes.**

Motion made by Supervisor Mode; Seconded by Supervisor Nass to approve the minutes from March 31, 2008. (Motion Carried)

**9. Approval of April 15, 2008 County Board meeting minutes**

Motion made by Supervisor Nass; Seconded by Supervisor Babcock to approve the minutes from April 15, 2008 with corrections. (Motion Carried)

**10. Review Resolutions & Letters from other counties**

Motion by Supervisor Mode; Second by Supervisor Nass that the resolutions regarding Clean Water Restoration be forwarded to the Jefferson County Land & Water Conservation Committee for their review. (Motion Carried)

Motion by Supervisor Nass; Second by Supervisor Babcock to support the Resolution regarding the Passport Acceptance Agent Fees. (Motion Carried)

**11. Discussion and possible action on proposals for an operational audit of Sheriff's Department**

Petre informed the committee that 4 responses to our Request for Proposals (RFP's) were received on April 25. The proposals are currently being reviewed and rated by staff. A recommendation will be available at the next committee meeting for approval.

**12. Monthly status report on realignment of the County's Finance Department function**

Paula Sumpter provided the committee with a Cross Functional Flow Chart of our current election process.

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

Gary Petre distributed an updated list of goals for the committee to review.

**14. Review County Board Chair Job Duties**

Sharon Schmeling explained that she has prepared a draft of the County Board Chair job description. This will be distributed to the committee at the next meeting for their review. There will also be a job description created for our Vice Chair.

**15. Report from the County Administrator on changes to the reporting relationships of staff in several County departments.**

Gary Petre explained the reasons for the following changes. The Emergency Management Director would now report to the Sheriff. The Surveyor would report to the Land Information Director, and the Central Duplicating Clerk would report to the Information Technology Manager.

Motion by Supervisor Schmeling; Second by Supervisor Babcock to authorize the County Administrator to move forward with the changes in reporting relationships.

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

May 28, 2008 at 8:30 a.m.

- a. Review County Board Chair Job Duties
- b. Approval of April 30, 2008 Administration & Rules Committee meeting minutes
- c. Approval of May 13, 2008 County Board meeting minutes
- d. Resolutions & Letters from other counties
- e. Discussion and possible action on recommendations in the Administrative Operational Audit.
- f. Monthly status report on the realignment of the County's Finance Department function.
- g. Discussion and possible action on a proposals for an operational audit of Sheriff's Department.

**12. Adjourn.**

Motion made by Supervisor Nass; Seconded by Supervisor Mode to adjourn at 9:44 a.m. (Motion carried.)