

**JEFFERSON COUNTY BOARD  
COMMITTEE MINUTES**

**October 29, 2008**

**Administration & Rules Committee**

**1. Call to Order**

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

**2. Roll Call**

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

Others Present: Gary Petre - County Administrator, Terri Palm – HR Director, Jon Dahle – Consultant, Dave Ehlinger – Accounting Manager, Phil Ristow – Corporation Counsel, Connie Freeberg – Paralegal/County Board Reporter, Barb Frank – County Clerk, Paula Sumpter – Management Analyst.

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

The County Administrator certified compliance.

**4. Review of Agenda**

No changes were made

**5. Public Comment:** None

**6. Approval of October 10, 2008 Administration & Rules Committee meeting minutes**

Motion by Supervisor Mode; Second by Supervisor Babcock to approve minutes as presented. (Ayes-All)

**7. Approval of October 14, 2008 County Board meeting minutes**

Motion by Supervisor Braughler; Second by Supervisor Mode to approve minutes as corrected. (Ayes-All)

**8. Discussion and possible action on a resolution transferring certain duties from the County Clerk to the Finance Department, including staffing realignment.**

Phil Ristow reviewed three draft resolutions with the committee.

Motion by Supervisor Nass; Second by Supervisor Mode to approve the adoption of the Administration & Rules version of the resolution with the section regarding the Department of Administration language revised (Ayes - 4; Opposed – 1 – Motion carried).

**9. Resolutions & Letters from other counties, citizens and organizations**

None

**10. Discussion and possible action on revisions to Personnel Ordinance Chapter 4. Ethics**

No action taken.

**11. Status Report on 2009 Budget Process**

Gary Petre gave the committee a status report on the 2009 Budget process.

**12. Status Report on 2009 MIS Audit**

Paula Sumpter prepared a written status report for the committee to review.

**13. Convene in closed session pursuant to §19.85 (1)(c) to consider the County Administrator's performance evaluation data.**

Motion by Supervisor Mode; Second by Supervisor Babcock to convene in closed session.

**14. Reconvene in open session.**

Motion by Supervisor Schmeling; Second by Supervisor Babcock to reconvene in open session. Roll call taken with all present responding aye.

**15. Discussion and possible action on items discussed in closed session.**

No action taken

**16. Tentative Future Agenda Items and meeting dates**

- November 12, 2008
- November 26, 2008
  
- Discussion and possible action on the creation of a Department of Administration
- Discussion and possible action on revisions to Personnel Ordinance Chapter 4. Ethics
- Items from County Administrator
- Resolutions & Letters from other counties, citizens and organizations

**17. Adjourn**

Motion made by Supervisor Babcock; Second by Supervisor Mode to adjourn – 11:15 a.m.