

**JEFFERSON COUNTY BOARD
COMMITTEE MINUTES**

September 26, 2008

Administration & Rules Committee

1. Call to Order

Meeting was called to order by Supervisor Schmeling at 10:03 a.m.

2. Roll Call

Members present: Paul Babcock, James Braughler, Jim Mode, Sharon Schmeling. Steve Nass present at 10:20 a.m.

Others Present: Gary Petre - County Administrator, Gail Towers MacAskill – County Board Supervisor, Connie Freeberg, David Ehlinger – Accounting Manager, Barbara Frank – County Clerk, Terri Palm – HR Director, Phil Ristow – Corporation Counsel

3. Certification of compliance with Open Meeting Law Requirements

The County Administrator certified compliance.

4. Review of Agenda

5. Public Comment: None

6. Approval of September 5, 2008 Administration & Rules Committee meeting minutes

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

7. Approval of September 8, 2008 County Board meeting minutes

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

8. Status Report on 2009 Budget Process

Gary Petre gave a status report on the 2009 Budget Process.

9. Status Report on Finance Function restructuring

Petre informed the committee that the Finance Committee eliminated funding for the remodeling of the County Clerk's office at this time. The Committee supported the continuation of the separation of Finance and the County Clerk's office.

Phil Ristow discussed a resolution moving duties that are currently assigned to the County Clerk by statute to the Finance Department. There will be a draft resolution ready to present to the Finance Committee, the Human Resources Committee and the Administration & Rules Committee at their next meetings.

10. Discussion and possible action on proposals for the Jefferson County Identity Project

Carol Ward Knox, Gail Towers MacAskill, Paula Sumpter, Dennis Heling and Gary Petre worked on this identity project. Four proposals were received. Supervisor MacAskill explained what an identity project is. The Committee agreed that the County will not proceed with this project at this time due to fiscal constraints.

11. Discussion and possible action on proposals for an operational audit of the MIS Department

Three proposals were received for this operational audit. The Infrastructure reviewed the proposals and recommended GFOA. After discussion the following motion was made:

Motion by Supervisor Nass; Second by Supervisor Mode to recommend to the County Board acceptance of the proposal from GFOA paid for with funds from 2008.

12. Update on Administrator's annual performance review

Terri Palm told the committee that John Dahle of Dahle & Associates met with Gary Petre, the Administration and Rules Committee and the Department Heads to come up with a 360 tool to be used for this evaluation.

John Dahle will meet with Gary Petre and the Committee on October 10th.

13. Resolutions & Letters from other counties, citizens and organizations

- Resolutions from Wisconsin Counties Association

The Committee reviewed the resolutions from Wisconsin Counties Association and directed the County Board Chair on how to act on various items.

14. Tentative Future Agenda Items and meeting dates

- **October 10, 2008 (2:30 p.m.)**
- **October 29, 2008**
- **November 26, 2008**
- **January 28, 2009**

15. Adjourn

Motion made by Supervisor Babcock; Second by Supervisor Nass to adjourn – 11:29 a.m.