



# COLUMBIA COUNTY

Board of Supervisors

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## **Columbia County Executive Committee Minutes January 6, 2020**

Members present: Dan F. Drew, James E. Foley, Vern E. Gove, Barry Pufahl, JoAnn Wingers

Also in attendance during all or portions of the meeting: Tom Borgkvist, Susanna R. Bradley, Bob Koch, Nancy M. Long, Keith F. Miller, Christopher Polzer, Craig Robson, Eric J. Shimpach, Rebekka Cary, Dave Drews, Dean Kaderabek, Cathy Karls, Susan Lorenz, Karen Manske, Sue Moll, Becky Mulhern, Joe Ruf, Dawn Woodard

The meeting of the Executive Committee was called to order by Chair Gove at 1:00 p.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Room #115, 112 E. Edgewater Street, Portage, Wisconsin.

### **Approval of Agenda**

Motion by Pufahl to approve the agenda as published. Second by Foley. Motion carried.

### **Approval of Minutes**

Motion by Foley to approve the minutes of the December 9, 2019 Executive Committee regular meeting and December 18, 2019 Executive Committee meeting. Second by Wingers. Motion carried.

### **Operational Review – Veterans Service Officer**

Motion by Foley to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for the Veterans Service Office. Second by Wingers. Motion carried.

Cary reported the budgets are in line. She also reported out of county travel to Menomonie on February 7 for the WI CVSOS Association meeting.

### **Operational Review – Register of Deeds**

Motion by Pufahl to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for the Register of Deeds Office. Second by Foley. Motion carried.

Manske reported the budget is on track and there was no compensatory time or out of county travel.

### **Operational Review – Land Information**

Motion by Wingers to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for the Land Information Office. Second by Drew. Motion carried.

Kaderabek stated budgets and compensatory time are on target for the year to date. He reported out of county travel for staff to attend the Land Information Conference in Wisconsin Dells on January 29-31. Kaderabek reported the vacant position was filled internally by Linda Loomans. He is in the

process of back filling the open position. He also reported the Database mitigation was successful; and the department was awarded a grant of approximately \$85,000.

#### **Professional Services Contract: 2020 Aerial Photography (WROC)**

Kaderabek reported on an agreement between Columbia County and Ayres Associates Inc. to provide geospatial services, to include digital aerial imagery. Compensation for services will be \$63,680.

#### **Operational Review – County Clerk**

Motion by Pufahl to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for the County Board. Second by Drew. Motion carried.

Motion by Foley to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for the County Clerk and Elections. Second by Wingers. Motion carried.

Motion by Wingers to approve the December 2019 Expenditure Report from 12/6/2019 through 12/26/2019 for Insurance. Second by Foley. Motion carried.

Moll reported budgets and compensatory time are in line and there was no out of county travel.

#### **Amend Title 9, Chapter 1 Fee Schedule County Clerk**

Moll reviewed a proposed change to the County Clerk Fee Schedule to include the issuance of temporary license plates with a counter fee of \$5.00.

Motion by Wingers to approve the amendment to Title 9, Chapter 1 of the County Clerk Fee Schedule. Second by Foley. Motion carried.

#### **2020 Position Schedule Bond Limits**

Moll reviewed recommended bond limit changes to the Position Schedule Bond, as follows:

- Susan M. Moll, County Clerk: \$2,000 (from \$5,000)
- Deborah A. Raimer, Treasurer: \$500,000 (from \$1,000,000)
- Roger Brandner, Sheriff: \$5,000 (from \$25,000)
- Angela Hinze, Medical Examiner: \$500 (from \$10,000)
- Susan Raimer, Clerk of Circuit Court: \$5,000 (from \$250,000)

Ruf explained the recommended bond limit changes meet the WI Statute bond limit requirements.

Motion by Foley to approve the recommended position schedule bond limits as presented. Second by Drew. Motion carried.

#### **2020 Government Crime Renewal Proposal Options**

Moll reviewed two available options for the Government Crime Renewal proposal. The first option is what the County currently has, the second option includes a \$50,000 limit for Fraudulent Impersonation. The increase in premium would be approximately \$500. Ruf gave an overview of the coverage.

Motion by Drew to approve the government crime renewal with the addition of the Fraudulent Impersonation coverage option. Second by Foley. Motion carried.

**2020 Position Request – Increase Hours from 200 Per Year to 520 Per Year – WIC Breastfeeding Peer Counselor**

Woodard requested to increase the hours for the WIC Breastfeeding Peer Counselor from 200 hours per year to 520 hours per year to meet the minimum state guidelines. The estimated cost for the increase in hours would be \$3,315.62, to be paid by state funding allocations.

Motion by Pufahl to approve the increase in hours from 200 hours per year to 520 hours per year for the WIC Breastfeeding Peer Counselor. Second by Drew. Motion carried.

**2020 Position Request – Increase Hours from 18.75 Per Week (.5 LTE) to 28.13 Per Week (.75 LTE) – Information & Assistant Specialist (ADRC)**

Mulhern requested to increase the hours for the ADRC Information & Assistant Specialist from 982.5 annual hours to 1,473.75 annual hours. The additional cost of \$33,059.58 would be funded by increased federal revenue. She gave statistics on the increase in phone calls received from 2018 to 2019.

Motion by Pufahl to approve the increase in hours from 18.75 to 28.13 hours per week for the Information & Assistant Specialist in the ADRC department. Second by Drew. Motion carried.

**Out of State Training Request – National WIC Leadership Conference**

Woodard requested approval for a staff member to attend an out of state conference in Washington DC. She stated all costs would be paid by the Wisconsin WIC Association. The only expense to the County would be payout for compensatory time earned.

Motion by Foley to approve the out of state training request as presented. Second by Wingers. Motion carried.

**Consolidated Court Automation Programs – Digital Audio Recording (DAR) System**

Drews and Gove gave an overview of the Digital Audio Recording (DAR) System which is required to be installed at the Courthouse. Funds were not budgeted for the project and installation is to be completed by March of this year. Several items still need to be worked out.

**Closed Session:**

**Review of Health and Human Services Department Investigation by von Briesen & Roper, s.c.**

Motion by Drew to go into closed session pursuant to Wis. State Statute Section 19.85 (1)(c), Stats., Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility [Review of Health and Human Services Department investigation by von Briesen & Roper, s.c.]; and, Wis. State Statute Section 19.85(1)(f), Stats., Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations [Review of Health and Human Services Department investigation by von Briesen & Roper, s.c.]. If the Committee goes into closed session, it will return to open session. Second by Wingers. The roll call vote was unanimous. The Executive Committee went into closed session at 1:32 p.m. with Borgkvist, Bradley, Drew, Foley, Gove, Kessler, Koch, Long, Miller, Polzer, Pufahl, Rohrbeck, Robson, Shimpach, Wingers, Moll and Ruf attending. Andy Phillips and Jake Curtis of von Briesen & Roper, s.c. were also in attendance.

Motion by Pufahl to return to open session. Second by Wingers. Motion carried. The Committee returned to open session at 2:54 p.m.

*The Committee took a brief recess at 2:54 p.m. and reconvened 2:59 p.m.*

Motion by Drew to direct Corporation Counsel to negotiate a voluntary resignation, to be received by March 1, from Dawn Woodard, Health and Human Services Director, and authorize Legal Counsel to proceed with preparing charges to put before the full County Board at the March 18, 2020 meeting, if a resignation is not received by March 1, 2020. Second by Foley. The roll call vote was unanimous. Motion carried.

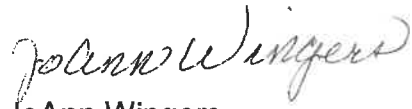
Motion by Foley to place Woodard on paid administrative leave, effective immediately. Second by Drew. Motion carried.

**Set Next Meeting Date**

The next regularly scheduled meeting of the Executive Committee was tentatively scheduled for February 10, 2020 at 1 p.m. in Meeting Room #115 of the Administration building.

Motion by Drew to adjourn the meeting. Second by Foley. Motion carried. The Executive Committee meeting was adjourned at 3:15 p.m.

Respectfully Submitted,



JoAnn Wingers  
Executive Committee Secretary

*These minutes were recorded by Sue Moll, County Clerk*