



## **Columbia County Executive Committee Minutes December 10, 2012**

Members Present: Richard C. Boockmeier, Mary Cupery, Vern E. Gove, Andy Ross, Robert R. Westby

Also In attendance during all or portions of the meeting: Susan Moll, Rich Hasse, Dawn Woodard, Mike Babcock, Joe Ruf, Barb Martin, Lyn Jerde

The meeting of the Executive Committee was called to order by Chair Ross at 1:00 pm. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Cupery to approve the agenda as published. Second by Boockmeier. Motion carried.

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

Motion by Gove to approve the November, 2012 expenditure report for the Veterans Service Office. Second by Boockmeier. Motion carried.

Hasse reported out of county travel for the remainder of 2012 and projected travel for 2013.

### **Approval of Minutes**

Motion by Cupery to approve the minutes of the November 5, 2012 regular Executive Committee meeting and November 13, 2012 Executive Committee meeting. Second by Westby. Motion carried.

### **Replacement Requests**

Mike Babcock, Chief Deputy Sheriff, asked for approval of the detective sergeant reclassification request. The position will be filled internally, and the hiring of part-time staff will be used to cover the vacancy. The Human Resource and Finance Committees will also review the request.

Motion by Gove to approve the position reclassification request for a detective sergeant. Second by Westby. Motion carried.

Babcock gave an update on a tentative proposal to create a payment schedule and hours based on skill levels when hiring part-time staff. Funding for part-time staff was approved in the 2013 budget. The proposal is for informational purposes. No action was taken by the Committee. The proposal will be presented to the Human Resources Committee for review.

Dawn Woodward, Health and Human Services Director, requested replacement of two social worker positions. Vacancies were created by one resignation and one internal transfer.

Motion by Boockmeier to approve the request to replace two social worker positions with the provision to allow subsequent rehiring of positions until all positions are filled. Second by Cupery. Motion carried.

Tom Lorfeld, Highway Commissioner, asked for approval of the working mechanic foreman reclassification request. The position will be filled internally, with no plans to fill the vacancy from the

reclassification. Motion by Gove to approve the position reclassification request for a working mechanic foreman. Second by Cupery. Motion carried.

### **Highway Question about Advertising**

Capital Newspapers contacted Lorfeld asking if the Highway Department would be interested in purchasing a "Holidays Wishes" ad to be published in the Portage Daily Register. Lorfeld asked for direction on this request. Executive Committee members were in consensus that they could not justify spending money for an advertisement.

### **Appointment**

Motion by Westby to recommend the reappointment of Susan G. Martin to the South Central Library Systems Board for a 3 year term to January, 2016; and reappointment of Susan G. Martin and Carol Ziehmke to the County Library Systems Board for a 3 year term to January, 2016. Second by Gove. Motion carried.

### **Madison College Training**

Barb Martin, from Madison College, distributed a Proposal for Assessment of Management Skills Training Needs as well as a proposed plan and timeline. The cost of the assessment proposal is \$5,900. The proposal includes technical assistance for assessment of department head staff's management skills levels to determine a training plan best suited for the County's needs. Motion by Boockmeier to approve the Proposal for Assessment of Management Skills Training Needs at a cost of \$5,900. Second by Cupery. Motion carried.

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

Motion by Boockmeier to approve the November, 2012 expenditure reports for the County Board, County Clerk, and Insurance. Second by Cupery. Motion carried.

### **2013 Equipment Breakdown Insurance Renewal**

Motion by Westby to approve the renewal of the Equipment Breakdown Insurance coverage for 2013. Second by Gove. Motion carried.

### **2012-2013 Sheriff's Sworn Union Contract**

Ruf stated that the 2012-2013 Sheriff's Sworn Union contract has been ratified by the deputies and will be presented at the county board meeting next week for ratification. He gave a brief overview of the changes to the union contract.

### **Chair's Comments**

Ross stated that the process to hire a Solid Waste Director is moving forward.

### **Set Next Meeting Date**

The next regular meeting of the Executive Committee will be Monday, January 7, at 1 pm.

Motion by Boockmeier to adjourn at 2:43 pm. Second by Gove. Motion carried.

Respectfully Submitted,

Mary Cupery  
Executive Committee Secretary

*These minutes were recorded by Susan M. Moll, Columbia County Clerk.*