



## Columbia County Executive Committee Minutes January 9, 2012

Members Present: Kenneth W. Hutler, Andy Ross, Fred C. Teitgen, Robert R. Westby, Debra L. Healy Wopat

Also In Attendance: Susan Moll, Dennis Richards, Dawn Woodard, Joe Ruf, Dawn Marquardt, Helen Wruck, Lyn Jerde (Portage Daily Register)

The meeting of the Executive Committee was called to order by Chair Westby at 9:00 am. The meeting was properly noticed as required by the Wisconsin Open Meetings Law.

### **Approval of Agenda**

Motion by Ross to approve the agenda as published with the removal of "Appointments" and "Review Misc. Funds Ordinance/Pop Fund Operations" items. Second by Teitgen. Motion carried.

### **Approval of Minutes**

Motion by Teitgen to approve the minutes of the December 5, 2011 regular Executive Committee meeting and the December 14, 2011 Executive Committee meeting prior to county board. Second by Hutler. Motion carried.

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

Motion by Wopat to approve the December, 2011 expenditure report for the Veterans Service office. Second by Ross. Motion carried.

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

Motion by Wopat to approve the December, 2011 expenditure report for the County Clerk's office. Second by Hutler. Motion carried.

Moll reported out of county travel on March 5-7, 2012 to attend the WCCO Conference in Madison. She also gave an update on the county supervisor contests for the upcoming election.

### **Replacement Requests**

Sheriff Richards is requesting to replace a jailer which is vacant due to an employee resignation.

Motion by Ross to approve the request to replace the jailer. Second by Hutler. Motion carried.

Dawn Woodard is requesting to replace the ADRC Director. Sue Lynch has submitted a letter of resignation effective January 19<sup>th</sup>.

Motion by Teitgen to approve the request to replace the ADRC Director position. Second by Wopat. Motion carried.

Woodward is requesting to hire two WIC LTE positions. The positions are federally funded with funding from Contracted Services to pay for the LTE positions in 2012. Motion by Wopat to approve the request to hire two LTE positions for the WIC program. Second by Hutler. Motion carried.

#### **40 Hour Workweek for Child Support Agency in 2012**

Dawn Marquardt is requesting approval to increase the workweek for eight staff in the Child Support Agency from 37.5 hours to 40 hours per week. The increase in hours will be equivalent to a half time position. The department currently has two vacant positions in the 2012 budget. One position will not be filled with the savings used to fund the increased hours. The other position is pending until state funding is determined.

Motion by Teitgen to approve the 40 hour workweek in the Child Support Agency. Second by Ross. Motion carried.

#### **Space Needs Committee – Highway Department**

The Highway Administration Building needs repairs done to the roof. Chair Westby would like to form a committee to determine the extent of repairs or replacement of the roof and to also consider options available for the building, such as moving the highway administration offices to the new facility.

Motion by Teitgen to advise the Highway Committee to move forward with the roof replacement to the Highway Administration Building. Second by Wopat. Motion carried.

#### **Chair's Comments**

The WCA Legislative Exchange will be held in February. Wopat and Ross will plan to attend. John Tramburg may also attend. Chair Westby will be out beginning January 23 – and returning in early March. Vice Chair Ross will be out from February 22 to March 1. Immediate past Board Chair Wopat will be available if needed.

#### **Set Next Meeting Date**

The next regular meeting of the Executive Committee will be held on Monday, March 12, 2012 at 9 am.

The Personnel Policies and Practices Review was not discussed.

Motion by Ross to adjourn at 10:08 am. Second by Wopat. Motion carried.

Respectfully Submitted,

Kenneth W. Hutler  
Executive Committee Secretary

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