



## **Columbia County Executive Committee Minutes May 6, 2013**

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, Joe Ruf, Dawn Woodard, Dennis Richards, Troy Cross, Kevin Kessler, 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 Westby to approve the agenda as published. Second by Boockmeier. Motion carried.

### **Approval of Minutes**

Motion by Cupery to approve the minutes of the April 8, 2013 regular Executive Committee meeting and April 16 meeting prior to County Board. Second by Gove. Motion carried.

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

Motion by Boockmeier to approve the April, 2013 expenditure report for the Veterans Service Office. Second by Westby. Motion carried.

Hasse distributed his county travel report. There was one addition from the last report that was handed out last month, which is the May 14<sup>th</sup> training in Stevens Point.

### **Replacement Requests**

Dennis Richards is requesting to replace a deputy sheriff position which became vacant due to a resignation. Motion by Westby to approve the replacement request for a deputy sheriff. Second by Boockmeier. Motion carried.

Troy Cross, on behalf of the District Attorney's Office, is requesting to fill a legal secretary position that will become vacant on June 4<sup>th</sup> due to a staff retirement. No action was taken as the item was not on the agenda. The Executive Committee will meet prior to County Board to take formal action.

### **New Position Request for Assistant ADRC Director**

At the April meeting, Woodward requested an Assistant ADRC Director. Funding would be available through federal match and state grant dollars, with no county dollars used towards the position. The Executive Committee tabled the request until the May meeting. Woodward stated that the Health and Human Services Committee approved the request. Human Resources did not approve the request, and Finance took no action.

No action was taken by the Executive Committee.

### **Resolution Supporting Open Meetings and Use of Wisconsin Department of Justice Guidance on Open Meeting Issues**

Kevin Kessler explained his reasoning for the resolution as a commitment to board members informing them of the open meetings law.

No action was taken on the resolution. Andy Ross and Vern Gove will give a report at the May County Board meeting.

Committee members were in agreement to commit more training to new board members and committee chairs regarding open meeting requirements. The DOJ open meeting materials will be distributed as a resource.

**Revision to Policies and Procedures – Payout of Sick Leave at Layoff**

Joe Ruf explained the revision request to remove the payout of sick leave at layoff for non-sworn sheriff's staff so that it is uniform with other county policies and procedures.

Motion by Boockmeier to strike the language regarding payout of sick leave at layoff, from the Non-Sworn Sheriff's Staff Policies and Procedures Manual. Second by Westby. Motion carried.

**Resolution to Amend Personnel and Procedures and Operations Manual for Management**

Motion by Gove to approve the resolution to amend the Personnel and Procedures and Operations Manual for Management. Second by Westby. Motion carried.

**Resolution to Amend Classification and Compensation Plan for Non-Management, Non-Supervisory County Employees**

Motion by Westby to approve the resolution to amend Classification and Compensation Plan for Non-Management, Non-Supervisory County Employees. Second by Cupery. Motion carried.

**Infrastructure Committee**

Chair Ross stated that he may sponsor an Ad Hoc Infrastructure Committee to review all county buildings for space needs and improvement. If the next board chair is in agreement, the Infrastructure Committee may become a standing committee beginning in 2014 with the new board terms.

**Chair's Comments**

The 2013 WCA Annual Conference will be held in Madison. Due to the close proximity of the event, Chair Ross would like to send as many board members who are interested in attending. Ross will review the budget and discuss at the June Executive Committee how many board members could attend and what will be paid. Ross shared an informal meeting with the new City of Portage mayor and administrator. They plan to meet every 3 months to review issues.

**Operational Review – County Clerk**

Motion by Bookmeier to approve the April, 2013 expenditure reports for the County Board and County Clerk. Second by Cupery. Motion carried.

Moll reported out of county travel on May 2<sup>nd</sup> to Monroe for a WCCA District 1 meeting.

**Set Next Meeting Date**

The next regular meeting of the Executive Committee will be June 10, 2013 at 1 pm.

Motion by to adjourn at 2:36 pm. Second by. Motion carried.

Respectfully Submitted,

Mary Cupery  
Executive Committee Secretary

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