



Columbia County Executive Committee Minutes September 9, 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, Joe Ruf, Rich Hasse, Dawn Woodard, Mat Schneider, Judge Voigt, 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 Boockmeier to approve the agenda as published. Second by Westby. Motion carried.

Approval of Minutes

Motion by Cupery to approve the minutes of the August 12, 2013 and August 21, 2013 regular Executive Committee meeting and the July 10, 2013 Joint meeting with the Human Resources Committee. Second by Boockmeier. Motion carried.

Operational Review – Veterans Service Officer

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

Security Committee Training Plan

Judge Voigt requested to close the courthouse and annex buildings to the public on Friday, October 25, from 8 am to Noon, to conduct security training. Sheriff's staff will meet with non court offices to discuss individual security plans for each department followed by training for court related offices with courtroom scenarios.

Motion by Gove to approve the request to close the courthouse and annex buildings to the public on Friday, October 25th from 8 am to noon for in-house security training. Second by Cupery. Motion carried.

Operational Review – Veterans Service Officer

Hasse reported out of county travel for the month.

2013 Veteran Grave Maintenance Payments

Motion by Boockmeier to approve the 2013 veteran grave maintenance payments in the amount of \$6,705.00. Second by Westby. Motion carried.

Request for Extension of Time to Use Vacation

Hasse requested consideration for restoring 87 hours of vacation which was not used within the 90 days following the anniversary date.

Motion by Gove to approve Hasse's request to extend 87 hours of vacation. Second by Cupery. Motion carried.

Department Head performance planning guide/goals for the Veteran Service Officer

Motion by Cupery to approve the department goals for the Veteran Service Office. Second by Boockmeier. Motion carried.

A review of the department head performance planning guide for Rich Hasse will be conducted in October. Joe Ruf will be asked to attend and lead the review. The item may be discussed in closed session.

Replacement Requests

Dawn Woodard requested to replace a public health nurse at the Health and Human Services Department. The position is vacant as the current employee moved out of state. Funds are in the budget to cover the position.

Motion by Gove to approve Woodard's request to replace the public health nurse position. Second by Westby. Motion carried.

Revision to Policies and Procedures Manual: Uniform Service for Highway Mechanics

Mat Schneider from the Highway Department requested a change to the Policies and Procedures Manual to provide mechanics with the same uniform service as master mechanics.

Motion by Westby to approve the revision to the Policies and Procedures Manual to include uniform service to mechanics. Second by Gove. Motion carried.

2014 Equipment Breakdown Insurance Renewal

Motion by Boockmeier to approve the renewal of the equipment breakdown insurance with Hartford Steam Boiler Insurance Company for 2014. Second by Cupery. Motion carried.

Chair Ross would like clarification of when and how request for proposals on insurance coverage are handled. This item may be on the October Executive Committee agenda for further discussion.

2014 Position Schedule Bond Renewal

Joe Ruf suggested the bond amounts for five (5) Veterans Service positions be changed from \$164,000 to \$157,000. Sec. 45.81(2), Stats., sets the bond amounts for the Veterans Service positions at "an amount equal to the tax levied in the current year for expenditure by the commission". Based on the approved 2013 County Budget, the total Veterans Service levy was \$156,176, so the recommended bond amount would be rounded up to \$157,000. Lois Schepp confirmed the 2013 levy for Veterans Service is correct.

Ruf also confirmed all other listed bond amounts meet or exceed the requirements set forth in sec. 59.21(1), Stats.

Motion by Boockmeier to approve the renewal of the position schedule bonds for 2014 with the Veterans Service amounts changed from \$164,000 to \$157,000. Second by Cupery. Motion carried.

2014 Data Compromise Coverage

At the request of Chair Ross, a completed questionnaire was returned to Aegis Corporation to confirm if Columbia County qualifies for data compromise coverage. A response regarding qualification and quote information is pending. The item was tabled until further information is received.

Operational Review – County Clerk

Motion by Boockmeier to approve the August, 2013 expenditure reports for the County Board, Insurance, and County Clerk. Second by Ross. Motion carried.

Moll reported out of county travel to Dane County on September 23-24 for the WCA/WCCA Fall Conference.

Motion by Gove to approve the transfer of \$60 from the telephone account to computer support for an iPad. Second by Boockmeier. Motion carried.

Change to the 2014 County Clerk Budget Request

Moll requested to change the 2014 County Clerk Budget to add an additional \$222 to the Computer Support account for an iPad.

Motion by Westby to approve the addition of \$222 to the 2014 County Clerk Budget for computer support fees for an iPad. Second by Cupery. Motion carried.

Revision to Policies and Procedures and Operations Manual for Management: Remove Banked Compensatory Time

Ruf clarified the revision to the Policies and Procedures and Operations Manual for Management will remove the obsolete banked compensatory time language.

Motion by Westby to approve the revision to the Policies and Procedures and Operations Manual for Management to remove the banked compensatory time language. Second by Cupery. Motion carried.

Revision to Policies and Procedures for Sheriff's Non Sworn Staff: Remove Sick Leave Payout at Layoff

Ruf explained the purpose of the revision to remove sick leave payout at layoff in the Policies and Procedures for Sheriff's Non Sworn Staff is an attempt to remove a benefit that does not exist in any other Policies and Procedures manuals. The Human Resources Committee supports the revision. The Public Safety Committee is opposed to the revision.

Motion by Boockmeier to table the item until the October meeting. Second by Gove. Motion carried, not unanimous. Westby opposed.

Report on Carlson Dettmann Compensation Study

Ruf reported on the Carlson Dettmann compensation study. The study will review all employees, with the exception of the county sheriff's sworn staff. The study is targeted to begin in early October with final consideration in February or March 2014. A joint meeting of the Executive, Human Resources, and Finance Committees will meet with the consultant prior to the county board meeting in September. The consultant will also give a presentation of the proposed study to the county board at the September meeting.

Chair's Comments

Chair Ross reported the Madison College fall leadership training will start up in October. It was requested if Madison College could present a report to the Executive Committee on the spring training which was already conducted and the upcoming fall training sessions.

Set Next Meeting Date

The next regular meeting of the Executive Committee will be October 7, 2013 at 1 pm.

Motion by Westby to adjourn at 2:47 pm. Second by Gove. Motion carried.

Respectfully Submitted,

Mary Cupery
Executive Committee Secretary

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