

Executive Committee Minutes

Monday, January 9, 2006

9:00 a.m.

Present: Chair Susan Martin, Supervisor Harlan Baumgartner, Barry Pufahl, Robert Westby and Richard Boockmeier

Also Present: Health & Human Services Director Sandra Roberts, Veteran Service Officer Donna Chrzas and County Clerk Jeanne Miller

Minutes of the Special Executive Committee Meeting held on November 18, the regularly scheduled Executive meeting held on December 12 and the Closed Session minutes from the December 21, 2005 meeting were approved on motion by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.

Position Replacement Requests**H & HS**

H & HS Director Roberts made a request to refill an open position resulting from an interoffice transfer. Request was made to change the job title to a Clerk Typist II since the current position will be phased out. The department is moving toward an automated telephone system. Motion was made by Supervisor Baumgartner, second by Supervisor Westby to approve the replacement position request. Motion carried.

Director Roberts commented that the change in position title would result in a savings to the department.

Sheriff

Chair Martin indicated that the Sheriff was unavailable due to training sessions. She reported that the replacement request was for a road deputy. Position was vacated as a result of termination. Motion was made by Supervisor Pufahl, second by Supervisor Westby to approve the replacement request. Motion carried.

Operational Reviews:**Veterans Service Officer**

CVSO Donna Chrzas commented that Judy Ness's replacement had started this week. A handbook was prepared prior to Ms. Ness's retirement providing information for the new employee. Reference information and instructional information pertaining to the duties of the position are included.

Veteran Service Office Vouchers

Motion to approve the vouchers as submitted was made by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.

Out of County Travel – February

The VSO requested permission to attend a Board meeting in Madison on Feb. 21 and 22. She also requested permission to attend the SWCVSO meeting the third Friday in March. Motion to approve out-of-county travel requests for February and March was made by Supervisor Baumgartner, second by Supervisor Westby. Motion carried.

Supervisor Boockmeier asked whether the Veterans Hospital is accepting new patients. Ms. Chrzas said new cases are accepted, but their admission is dependent on their classification. The highest classification would be those veterans with a service-connected disability. The next level would then be by income. There are eight established priority groups. Veterans in priority group 8 are not being seen at this time because their income is above the cut off limit.

Veterans may be eligible for prescription drugs if prescribed by a VA doctor and if they meet the twice-per-year requirements for continued evaluation. If procedures are followed, Chrzas indicated the veteran would be eligible for prescription drugs. She explained that an application is required and that proof of service connected rating and income information are all required for the request to be considered.

The Executive Committee went into Closed Session pursuant to Sec. 19.85 Wis. Stats. for the purpose of evaluating the performance of a department head on motion made by Supervisor Baumgartner, second by Supervisor Pufahl to go into Closed Session at 9:23 a.m. Roll call vote: Baumgartner – aye, Westby-aye, Martin-aye, Pufahl-aye and Boockmeier-aye. Motion was unanimous.

Motion to return to Open Session was made at 9:40 a.m. by Supervisor Pufahl, second by Supervisor Baumgartner. Roll call vote was unanimous. Motion carried.

County Clerk Vouchers

Vouchers were reviewed and approved on motion by Supervisor Baumgartner, second by Supervisor Westby. Motion carried.

Out-of-County Travel Request

The County Clerk requested authorization to attend the WCCA/WCCO Conference to be held in Madison on March 6 and 7 at budgeted cost of \$70.00. A motion to approve the request was made by Supervisor Boockmeier, second by Supervisor Westby. Motion carried.

Resolution-Designating Individuals and Authorizing Legal Expense Coverage

Chair Martin explained that Wisconsin County Mutual provides legal expense coverage for Columbia County. In an effort to centralize the control of requests for outside counsel, the resolution will ensure that

either the County Board Chair, Corporation Counsel Joseph Ruf, or in his absence, Assistant Corporation Counsel Dawn Marquardt will be the authorized designees and will provide the interface with Wisconsin County Mutual. The motion to approve the resolution was made by Supervisor Baumgartner, second by Supervisor Pufahl. Motion carried.

Board of Adjustments Appointment

Motion was made by Supervisor Westby to approve the appointment of Alan Treinen to the Board of Adjustments with a term to expire June 2007, second by Supervisor Baumgartner. Motion carried.

County Board Appointment Process

Chair Martin reported that a Supervisory vacancy exists in District 9 with Michael Kinney's move outside of the Portage city limits. A discussion followed on the standing rules regarding residency requirements, the length of time required to advertise for position openings and the review process. Because there will be no February Executive Committee meeting or County Board meeting, the committee agreed that the District remain unrepresented. A candidate has filed papers for the April supervisory election; however, appointing the individual early might be viewed as partisan and would be unfair to anyone who may decide to file as a write-in candidate. Supervisor Westby made a motion that, should a resignation be submitted prior to the April election, the Executive Committee has determined that applications will not be accepted due to the limited time line, second by Supervisor Baumgartner. Motion carried.

Intellectual Property Policy (IPP)

This policy has been discussed previously by the Executive Committee and at Department Head/Committee Chair Meetings. The Finance Committee has also had an opportunity to review the policy. Chair Martin explained that the next step would involve the Human Resource Committee review/approval of the policy and inclusion in the Policy and Procedures Manual. This policy would then be enforced by the MIS Department and would apply to all departments. A suggestion was made by Supervisor Baumgartner to include a statement in the Standing Rules that:

"The oversight of the Columbia County Intellectual Property Policy is under the control of the MIS Standing Committee."
Supervisor Boockmeier asked how the value would be determined, and Chair Martin said the department would evaluate its intellectual property based on the value to the department, its complexity and the length of time spent in its development. Motion was made to include the following amendment to the Policy:

Paragraph 3 will now read: The value of intellectual property, as determined by the department head in conjunction with the governing committee, will determine the degree to which that property may be shared with external entities.

Collection Agency – Clerk of Court

Supervisor Westby, Judiciary Chair, gave a brief rundown of the discussion held with the Clerk of Court on her proposed collection agency recommendation and resolution. At the December County Board Meeting the resolution was not passed because the Supervisors had a number of questions. Supervisor Westby and Chair Martin both received phone calls from a local collection agency asking that it be considered as a candidate to work on the county's collections. Another company had also contacted Westby indicating it is also involved in governmental collections, in particular Dane County.

The State of Wisconsin has investigated and approved four collection agencies in Wisconsin. These agencies all have access to the State's C-CAP system. The company recommended by the Clerk of Court, Professional Placement Services, is State approved; the local company in Portage is not.

Chair Martin described the collection tools the Clerk of Court currently uses within her department. She explained that C-CAP, the State sponsored court technology system, is not intended to be compatible with Columbia County's accounting system but that C-CAP did provide a wide variety of reports to track payments. In addition, the issue of confidentiality must be considered.

The Clerk of Court provides a detailed collections report to the Accounting Department monthly. Future reports will include information on collection agency activities if the Board of Supervisors approves the resolution at its January meeting. Chair Martin highlighted some of the information provided by Clerk of Court Raimer regarding the opinions/experience of other counties using collection agencies, and that Clerk of Court Raimer recommended the selection of PPS based on that information.

The Chair expressed her concern about the lack of collection activity in the office of Register of Probate. In addition, the fact that the office is not using the C-CAP system for tracking and reporting may reflect negatively on the clerk of courts, because the information she submits monthly to the State does not include all of the information requested since those reports are based on C-CAP information.

No action on this topic was taken since the Executive Committee and the Judiciary Committee had both approved the resolution in December. The discussion was for informational purposes only since the County Board had voted to re-consider the resolution at its January meeting.

Communications

Communication from the US Census Bureau was received explaining that a census-type survey that would be mailed to a small portion of the county's population. This will become the new format for updating census data eventually replacing the ten-year census.

Resolutions

Adams and Waushara Counties – opposing AB575, which would allow social workers to be classified as protected

Waushara County, opposing direct library legislation

Ban on cell phone usage while driving

Adams, Dunn and Winnebago Counties – support legislation allowing municipalities to publish ordinances in entirety or in a reduced format

Jackson and Langlade requesting answers to voters response to the State paying for social services and judicial services

Ozaukee County – asking for relief on cost of mental commitments

Ozaukee County is asking for an independent auditor in the sales tax fiasco.

Dunn County – encouraging enterprise zoning

Clark County – the legislators should return to part-time status.

Discussion on intergovernmental transfers to nursing homes: legislation recently signed by the governor applies only to public nursing homes, not private agencies.

Nancy Elsing, CCEDC Executive Director, recently won a Wisconsin Innovation Champion award through the Wisconsin Innovation Service Center – University of Wisconsin-Whitewater for developing and spearheading the Sauk County Inventors Club.

Highway Commissioner Dey had received a letter from the City of Lodi setting goals for the use of renewable energy.

A dividend was received from WCM in the amount of \$28,662.

Town of West Point passed a resolution regarding an intersection it deemed to be unsafe on County J in their township

Sales Tax

Chair Martin informed the committee of a glitch in the state computations for county sales tax. Columbia County will have to pay money back because previous reports were incorrect. Future payments will be decreased by the overpayment in 2006. The year-to-date payment, received in November, was \$3,385,447.98. Chair Martin indicated the amount continues to decline from the previous year.

Its governing committee is reviewing a utility billing issue at the Columbia Health Care Center and the CEO of Alliant Energy has been contacted in an effort to resolve the situation.

George Plenty, Town of Arlington Chair, sent a letter to the chair to commend the Land Information Department and Treasurer's Department for assisting the township in running tax bills that were delayed by problems with the assessor.

The WCA Legislative Conference is scheduled for February 7 and 8th. Chair Martin and Supervisor Tramburg will attend the sessions in Madison.

A motion to go into Closed Session at 11:18 a.m. for criteria evaluation was made by Supervisor Boockmeier, second by Supervisor Pufahl. Motion carried. Roll call vote: unanimous.

Committee returned to Open Session at 11:26 a.m. on motion by Supervisor Westby, second by Supervisor Boockmeier. Roll call vote: unanimous.

The Executive Committee Meeting adjourned at 11:29 a.m. on a motion made by Supervisor Pufahl, second by Supervisor Boockmeier. Motion carried.

Secretary of Record,

Recording Secretary

Barry Pufahl

Jeanne Miller