

Executive Committee

September 12, 2005

9:00 a.m.

Present: Chair Martin, Supervisors Westby, Baumgartner, See and Pufahl.

Others Present: Sheriff Rowe; Director Sandra Roberts, HHS; Veteran Service Officer Donna Chrzas, John Hartman, MIS Director, Paul Ferguson, Daily Register and Jeanne Miller

Chair Martin called meeting to order at 9:00 a.m.

Agenda

There were no changes to the agenda. Motion to approve the agenda as noticed was made by Supervisor Westby, second by Supervisor Baumgartner. Motion carried.

Minutes of the August 8th Executive Meeting were approved on motion by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.

Personnel Requests

A request to replace a Jailer resulting from a promotion to Deputy was submitted for review by Sheriff Rowe. A motion was made to approve of jailer replacement position by Supervisor See, second by Supervisor Westby. Motion carried.

Director Sandra Roberts requested permission to replace a clerical staff position resulting from a internal transfer. Supervisor See made the motion to approve replacing the H&HS support staff clerical position, which was conditional on the H&HS Committee approval at their meeting on Sept. 13th, second by Supervisor Westby. Motion carried.

Clarifying Personnel Request Replacement Form Process

Chair Martin indicated that discussion had taken place at the last Human Resource Committee meeting pertaining to the necessity of having department heads appear for replacement position requests to meet current approved staffing levels.

Jane Bescup, HR Dept., had suggested adding the following to the Hiring Analysis Form:

“The Committee permits continuation of replacing staff to current levels through this hiring cycle as it may be affected by internal transfers.”

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Clarification of "bumping" was felt to be the same as internal transfers. Supervisor Baumgartner and Westby indicated that continued Executive review of replacements requests allowed consideration during tight budgets; but understood department heads could better utilize their time if they were not required to appear for approval of replacement positions.

Chair Martin indicated HR reviews and amends changes to job descriptions; they do not review replacement positions requests. Director Roberts indicating any method of facilitating the process would benefit the departments. A motion was made by Supervisor Baumgartner to approve of the suggested hiring analysis verbiage, second was made by Supervisor Pufahl. Motion carried.

Veterans Service Office (VSO)

Veterans Service Officer Chrzas requested out-of-county travel as follows:

Fall Conference, Sept. 12-23, 2005, Neenah
Series of meetings in Madison, two days in October, 2005

A motion was made by Supervisor See to approve of Out-of-county travel, second by Supervisor Westby. Motion carried.

Chrzas reported that the majority of department activities were related to filing claims.

VSO Vouchers

Motion to approve of VSO Vouchers was made by Supervisor Pufahl, second by Supervisor Westby.

VSO – 2006 Budget

A review of proposed 2006 Veterans Service Budget was held. Motion was made to forward the budget for consideration to the Finance Committee by Supervisor See, second by Supervisor Westby. Motion carried.

County Parks

Highway Commissioner Dey reported he had discussion with the DNR and Ice Age Trail Committee regarding improving County Parks. He indicated these represent only two (2) programs (grants) that are available. Other programs require a 50/50 match.

DNR funding has specific requirements; one being County's must maintain the facility for a set period of time. Another option is LAWCON funding, which also requires repayment of funding.

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Commissioner Dey did feel the County might have some success in contacting associations or businesses that would participate or support park improvements. Chair Martin did not think it wise to go on a campaign for the parks at this particular time but felt it was encouraging that there were grants available. It was noted that Columbia County was fortunate in the fact that there are a number of State Parks in the area for the public to use.

Employee Recognition

The committee had been provided a copy of the proposed guidelines for employee recognition. Supervisor Pufahl indicated the plan was too complicated and suggesting dropping the entire idea. Supervisor Westby suggested a letter of recognition be sent to those individuals with a copy placed in their personnel file. After further discussion, Chair Martin indicated her disappointment that a simpler plan was not developed and thanked John Hartman, Director MIS, for his time and indicated she would send "thank you" notes to committee members.

County Clerk – Out-of County Travel

County Clerk Miller requested approval to attend the WCCA Conference in Milwaukee on Sept. 19/20. Motion to approve of out-of-county travel was made by Supervisor Westby, second by Supervisor See. Motion carried.

County Clerk Vouchers

Vouchers were approved as submitted, on motion by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.

2006 Election Budget

The committee reviewed the proposed Election and outlay portion of the 2006 budget. A spreadsheet, similar to budget worksheets, had been prepared for Finance Committee Review, demonstrating cost to Columbia County and cost to municipalities. Motion was made to forward the election budget to Finance Committee for their review by Supervisor Westby, second by Supervisor Baumgartner. Chair Martin indicated the County Clerk Budget had been approved at the last meeting.

County Board 2006 Budget

Committee reviewed the 2006 County Board Budget. Motion was made by Supervisor Pufahl, second by Supervisor See to forward the County Board Budget to the Finance Committee for their review. Motion carried.

Line Item Transfer Template

A brief presentation was given by Clerk Miller relating some of the difficulties in development of the resolution template. Departments

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submitting Resolutions for County Board would use template. Supervisor Westby recommended approval of the format for resolutions, second by Pufahl. Motion carried. Chair Martin indicated this was one of the Clerk's goals for 2005.

Intellectual Property Policy

Chair Martin indicated this policy would protect the assets of the county as it related to our systems and software. Chair Martin requested the committee review suggestions provided and then develop a policy for review in October.

WCA Resolutions

Chair Martin provided the committee with a list of resolutions being considered at the WCA Conference. She asked for opinions of Executive Committee members indicating she would share at the conference.

She compared 2004 Sales Tax to 2005 Sales Tax for the month of July.

July 2004	\$ 340,865	July 2005	\$ 342,279
Year to date 2004	\$ 2,128.851	Year to Date 2005	\$ 2,214.721

Communications

CCEDC will take the lead in this project by initiating some inquiries into the broadband service proposals. The Executive Committee has made the decision to not become involved in promoting this service. UW Extension is involved as a result of its relationship with CCEDC.

A number of resolutions were received from other counties.

Supervisor See made a motion to adjourn the meeting at 11:04 a.m, second by Supervisor Baumgartner. Motion carried.

Secretary of Record,

Recording Secretary,

Barry Pufahl

Jeanne Miller