

## Executive Committee

December 12, 2005

9:00 a.m.

**Present:** Chair Martin, Supervisors Baumgartner, Pufahl, Westby and Boockmeier

**Also Present:** Comptroller Schepp, Veteran Service Officer Chrzas and Clerk Jeanne Miller

*Agenda, as noticed, was approved on motion by Supervisor Pufahl, second by Supervisor Boockmeier. Motion carried.*

*Minutes from the November 7 and 15<sup>th</sup> were approved on motion by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.*

### Personnel Requests

**County Veteran Service Office (CVSO):** Ms. Chrzas requested approval for replacing Deputy Judy Ness, who is retiring effective January 9<sup>th</sup>. *Motion was made by Supervisor Pufahl to approve of the replacement request of the Veterans Service Office Deputy position, second by Supervisor Boockmeier. Motion carried.*

**Accounting Department:** Comptroller Schepp requested approval to fill two (2) positions: (1) an accounting aide at the courthouse and (2) an accounting assistant at the H & HS Department. An internal transfer to the Highway Department has created a vacancy in the courthouse accounting department. Schepp indicated it was a promotion for individual transferring to Highway. Duties of this position include scanning duties, fixed asset maintenance and committee reports. Motion was made by Supervisor Westby, second by Supervisor Baumgartner to approve of replacing the accounting aide position.

The second replacement request was an accounting assistant position located in the H & HS Accounting Department as the result of an internal transfer. Duties for this position require excellent recordkeeping for filing reimbursement claims with government agencies. In addition, Schepp indicated, this position was also responsible for collections from clients who have received services from the county. Schepp stated, "this position recovers a lot of money for the County". *Motion to approve the request for replacement accounting assistant position was made by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.*

**CVSO Operational Review:**

Retirement of the current deputy was discussed further in addition to Chrzas noting the large number of financial assistance claims filed by veterans; she indicated 2006 would be a transitional year for the department.

**Out-of-County Travel:** Chrzas requested approval to attend the State Association Executive Committee meeting to be held in Pewaukee on January 5<sup>th</sup>. The purpose is to plan the 06 spring conference. *Motion to approve out-of-county travel was made by Supervisor Baumgartner, second by Supervisor Westby. Motion carried.* It was noted there would be no over-night lodging. Further, Charzas indicated no mileage is charged to the County; the reimbursement would come from the State.

**CVSO Vouchers:** the committee reviewed Vouchers. **Motion was made by Supervisor Pufahl, second by Supervisor Westby to approve vouchers as submitted. Motion carried, but not unanimous with Supervisor Boockmeier abstaining from voting.**

**Operational Reviews:**

**Status Report – County Clerk:** Brief update was given on Statewide Voter Registration System. The County Clerk's Department is provider for 29 of the 35 municipalities in Columbia County. As provider, responsibilities include data entry of resident voter registration, maintenance of voter registration and election management data entry.

Election equipment was briefly touched on. One (1) vendor has been certified by the State – AccuPoll. A vendor faire is being held on Tuesday from 4-7 for poll workers, chief election inspectors, town, village and city boards/councils, all who were invited to attend and "test drive" ADA and precinct optical scan equipment.

**County Clerk/Elections Vouchers:** Chair Martin indicated that current legislation to change statutes regarding publication requirements could be modified to reduce costs to counties. The committee reviewed the vouchers as presented. A motion was made by Supervisor Westby to approve of County Clerk vouchers, second by Supervisor Baumgartner. Motion carried.

**Appointments**

Chair Martin indicated that Patricia Westby and Glenn Deedon would be reappointed to the County Library Systems Board with terms to expire December 2008 at the December Board meeting. Motion was made by Supervisor Pufahl, second by Supervisor Baumgartner to approve of both appointments. Motion carried, but not unanimous. Supervisor Westby abstained.

### **Retirement Recognition**

Chair Martin requested suggestions on how to recognize retirees. Supervisor Boockmeier suggested that the Chair write a letter on behalf of the Board in addition to what individual departments plan. Baumgartner suggested the Human Resource Department acknowledge these individuals in some manner.

Chair Martin requested the Clerk contact Human Resources for a list of retirees. At that point, she would review the list and determine what to do per the Executive Committee discussion. It was noted that retiring Supervisors are recognized at the March County Board meeting.

### **Program Evaluation**

Chair Martin indicated this topic was discussed at the November Executive Committee Meeting. At the November meeting, members of the Executive Committee agreed this was an excellent planning tool, but felt it was not necessary to meet with every department head to prioritize programs for each departments. The committee agreed that it would be appropriate for department heads to identify all of the programs offered. A form will be developed enabling department heads to enter information during the next eight (8) months for review during the budget process in September. Supervisor Baumgartner felt it should be stressed that this information would be used to ensure there was no duplication of services, but rather more of a educational tool. Chair Martin felt the information provided would be meaningful and clarify the scope of department's responsibilities. It was also seen as a benefit to incoming supervisors. Concerns over budget implication could be worrisome. Chair Martin indicated the only budget implication she could see at this time, would be if a service is being provided at a level greater than what is required.

Supervisor Boockmeier left the Executive meeting at 11:08 a.m.

### **Communications**

Chair Martin indicated three (3) committee changes would be proposed at the December County Board meeting. Supervisor O'Neil will be assigned to HR Committee, Supervisor Hutler will be assigned to MIS and Supervisor Richmond will be assigned to Solid Waste.

Sales Tax - \$77,861.09

Notification had been received from the Town of Lowville. They disapproved of the Ordinance amended at the November 15th County Board meeting pertaining to the Felicijan zoning petition.

Committee went into closed session pursuant to Wis. Stats. 19.85 on motion by Supervisor Pufahl, second by Supervisor Westby. Roll call vote: Pufahl-aye, Baumgartner-aye, Westby-aye and Martin-aye.

Supervisor Boockmeier was not present. Motion was unanimous at 10:20 a.m.

Committee returned to open session on motion by Supervisor Baumgartner, second by Supervisor Westby at 11:25 a.m. Roll call vote: Pufahl – aye, Baumgartner, aye, Westby-aye and Martin-aye. Motion carried unanimously.

Executive Committee meeting was adjourned at 11:25 a.m. on motion by Supervisor Pufahl, second by Supervisor Baumgartner. Motion carried.

Secretary of Record,

Recording Secretary,

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Barry Pufahl

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Jeanne Miller