

**Intercounty Coordinating Committee (ICC)**  
**December 17, 2007**  
**UW-Extension, Jefferson County Office**  
**Jefferson, Wisconsin**

**1. Introductory Business**

Call to Order – Chair Steve Nass called the meeting to order at 9:30 a.m.

**Attendance**

See attached sheet

**2. Certification of Open Meeting Notice**

The Secretary confirmed that the requirements of the Wisconsin Open Meetings Law were met.

**3. Adoption of Agenda**

Motion by Dodge County, second by Columbia County to approve the agenda. Approved.

**4. Approval of Previous Meeting Minutes**

Motion by Columbia County, second by Green Lake County to approve the minutes of the November 19, 2007 meeting of the Intercounty Coordinating Committee. Approved.

**5. Visiting Officials** – No one present..

**6. WCA** – Introduction of new Legislative Associate (Lobbyist) for WCA, Monica Groves Batiza

- Legislative Associate as of October 22.
- Monica to focus on County Personnel/Structure/Taxation/Finance.
- Russ Decker now Senate Majority Leader.
- Will not move forward on smoking ban bill at this time (possibly more time for bars and restaurants to ease into new configuration).
- WCA bills of interest:
  - A.B. 470 – WCA supports and relates to penalty for converting agricultural lands. Changes penalty to “conversion charge” and requires notice ahead of time. Passed Ways and Means Committee unanimously.
  - A.B. 184 – Allows local government to invest some funds in “trust-like” funds. Enables more flexibility in investments.
  - A.B. 382 - Newspapers no longer have to publish entire ordinances. (This printing was very expensive to local government.)
  - A.B. 77 – Distributing tax credits.

**7. Open Discussion**

- Dodge County has approached Green Lake County’s CRD Agent. Dodge Would do February 18 ICC meeting in Dodge County (will result in two ICC meetings in a row in Dodge County). Motion by Dodge County; second by Columbia County. Approved.
- “Wisconsin Way”. WCA is involved with these forum, and there appears to be good discussion and interest. Will explore changes in property tax protocol in Wisconsin. What are tangible things that could help? A follow-up “forum series” will be held in the spring. Lots of issues appear to be coming up at these forums.

## 8. PROGRAM:

**Dan Hill Presentation on “County Governance Structure and Leadership Roles” – See PowerPoint**

- County Board Size – 5 counties have had citizen action:
  - 21 – 13          Dunn
  - 36 – 18          Fond du Lac
  - 38 – 19          Wood
  - 21 – 11          Waushara
  - 29 – 11          Walworth
- In several other counties, the County Boards took action (21 – 19 in Green Lake)
- Dunn County defeated a motion to reduce its size from 37 to 19. Rusk, Jackson, Douglas also defeated a motion to reduce size of the County Board.
- Committee Structure – Lots of counties are looking at changes in committee purpose and structure.
- County Executive – No counties in the ICC region have a County Executive. The veto is the most influential part of this structure.
- County Administrator – Serves at the pleasure of the County Board and is based on merit. Hiring someone with experience in public administration. This is a “super department head” position which supervises the department heads.
- Administrative Coordinator – This varies from county to county. In some counties, this is very similar to a County Administrator (i.e. Sauk County). In other counties, the Administrative Coordinator exercises little authority over departments. Statutes say you must have this position (if not, must have a County Executive or a County Administrator).
- County Board Chair – Spokesperson for the County.
- Supervisors – Primarily serve a legislative function. Largely limited to policy making.
- Challenges with individual supervisors who take on too strong of role. This should be dealt with top administrator and especially the “Administrative Committee”.
- County Board Functions:
  - Set policy through plans. Most counties could benefit from more planning.
  - Budget – Appears to be the most important document, but could be better if there was more planning.
  - Board should be thinking more about the future.
  - Board must communicate with the citizens.
  - Board ought to vision about the future (i.e. through strategic plan).
  - County Board assesses the performance of the County Administrator.
  - Administrator’s Work:
    - After the general policy is set, the County Administrator figures out “how” to do it.
    - Handles administrative matters.
    - Departments – Establish individual missions and work plans for departments.
    - Administrative – MIS; compensation.
    - Collaboration – Work on criteria for monitoring progress towards goals.
    - Administrative Team – Involved with the budget.
    - Administrative – Day-to-day operations.
- Challenge: County Board has ultimate authority, but must “delegate” the carrying out. How do you balance the role of authority vs. turning over authority?
  - Examples:
    - Have more information provided to full County Board via department heads and committees before major decision (more written reports, before and on-going).

## **Individual County Sharing on Governance Structure and Leadership**

### Columbia County (By Debra Wopat, Vice Chair)

- Board Chair is Administrative Coordinator
- Executive/Administrative Committee: Chair, Vice Chair and Past Chair
- Vice Chair automatically serves on Finance Committee
- The Chair role has broadened. Tries to make more committee meetings.
- Hiring Committees for Department Head: Board Chair/Vice Chair/ Human Resources Chair/Finance Chair
- Chair is a two-year term that rotates. Leadership changes and builds new leaders

### Jefferson County

- 19 standing committees
- Around 100 seats
- County Board size drives structure

### Dodge County ( By Russ Kottke, Chair)

- County Board Chair is Administrative Coordinator – hire/fire Department Heads
- Administrative Secretary – December 1, 2008 will be his latest date in this position.
- Resolution to Board to create a County Administrator. Some are skeptical of this (afraid of losing power)
- Five supervisors get over 90 meetings per year
- No term limits on the Chair
- First Vice Chair/2<sup>nd</sup> Vice Chair - No real job description
- Executive Committee: Seven members (Vice Chair and five others are elected to this committee.)
- The budget is prepared by the Board Chair and the Administrative Secretary.
- The Finance Committee is the oversight committee on finances.
- Administrative Secretary – Risk management, workers' comp and other areas that he has over 40 years of experience. Some think a County Administrator will take this over. Dodge County has 37 Board Supervisors.

### Green Lake (By Orrin Helmer, Chair)

- Chair
  - Tries to attend all committee meetings
  - Appoints all standing committees
  - Can call other Supervisors to committees
  - Can appoint special meetings
  - Calls County Board meetings to order
- Administrative Committee
  - Consists of the County Board Chair and four other members
  - Vice Chair, Highway Commissioner, Human Services Director, Law Enforcement Representative, Ag & Extension and Board Chair
  - All major committees are thus represented.
- Administrative Committee – Other features
  - A supervising Committee for salaries of elected officials
  - Quarterly meetings at a minimum
  - Review and recommend policy on State legislation
  - Chair/Vice Chair are on the Intercounty Coordinating Committee
  - Chair salary – will become \$400 per month

- County Clerk is Administrative Coordinator. Have considered creating a County Administrator. County Clerk is liaison to Departments and for union matters; budget coordinator; monthly department head meetings coordinator; all requested reports; contact for department head complaints and has power on department head discipline. 90% of time is for Administrative Coordinator. Have a Human Resources consultant. Relies on the Deputy County Clerk to do the normal County Clerk work.
- Chair
  - Makes the call if a member is “incapacitated” subject to County Board
  - Appoints Supervisors when there is a vacancy (with approval by County Board)

Sauk County (By Judy Ashford, Vice Chair, with handout by Kathy Schauf)

- Is a County in transition
- Have had three different chairs in the last six years
- Have not had continuity
- Administrative Coordinator – has similar powers to County Administrator
- Administrative Committee: Chair, Vice Chair and three others elected
- Chair – runs his own business in his private life
- Vice Chair – no specific duties assigned
- Interest: How can the Vice Chair help the Board
- Sixteen standing committees appointed by the Chair
- Human Resources – seven people: four County Board members and three citizens – County standing committee
- Changes in committee structure. Some Supervisors are resistant
- Have prepared a “packet” to orient and educate new Supervisors
- Trying to create a better structure
- Not much interest in downsizing

Jefferson County (By Sharon Schmeling, Chair)

- Maturing county
- Long-time County Administrator model
- Functioned initially like an Administrative Coordinator
- Three years ago wanted a “stronger” County Administrator
- Previously had the power, but didn’t use it
- Hired someone very experienced
- Try to have a County Board dealing more with policy than micro management
- County Board Chair goes to lots of committee meetings
- Vice Chair often leads special ad hoc committees
- Board Chair writes a monthly report to the County Board to keep them focused on big policy/big picture
- Administrative Committee – Chair/Vice Chair and three other appointed members
- Day-to-day administration (By Gary Petre, County Administrator)
  - Merged Legislative/Rules and Administrative Committee to Administrative Committee. County Administrator talks daily with the County Board Chair and they have weekly meetings. Can brief County Board Chair with this frequent communication.
  - Communication is key between Chair and Administrator. Believe Administrative Coordinator in Sauk County is functioning as a County Administrator.
- Administrative Committee has routine review of Administrator’s performance
- Administrator was hired on a three–year contract basis.

- (By Steve Nass, Vice Chair)
  - One Vice Chair automatically serves on the Finance committee
  - Lot of turnover in Supervisors in the last ten years
  - Criteria for appointment – balance of continuity and fresh ideas

Administrative Coordinator and Chair need frequent communication. Green Lake Vice Chair is also very active in many committees.

The next meeting of the ICC is tentative scheduled for January 21.

## **9. Adjournment**

Motion to adjourn by Jefferson County, seconded by Columbia County. The ICC meeting was adjourned by Chair Nass at 12:00 p.m..

Respectfully submitted,

Steve Grabow  
Community Development Educator  
UW-Extension, Jefferson County Office

ICC 12/17/07  
000 Sign - In Sheet 000

<u>Name</u>	<u>Representing</u>
John H. Trambler	Columbia
Jon Erickson	Sauk UWEX
Sue Martin	Columbia City
Monica Groves Batista	WCA
Debra Wymant	Columbia
ORRIN HELMER	GREEN LAKE CO.
Margaret Britton	Green Lake Co.
John Brunner	Grant Lake Co.
Jud Polyzard	Sauk Co.
Russell Kothke	Dodge Co.
Roy Leopold	Dodge Co.
Sharon Schmeling	Jefferson Co.
GARY PETRE	JEFFERSON Co. ADMIN.
Kathleen Aas	Col. Co. UWEX
DAN HELL	UWEX Local Govt. CENTER
Steven J. Nass	Jefferson Co.
Steve Grabow	UW Extension, Jefferson County