

AD HOC TRANSITION COMMITTEE MEETING MINUTES

July 16, 2013 Room A160 8:00 a.m.

The meeting was called to order by Chairman Miller at 8:10 a.m. Present: Johnson, Miller, Stuchlak and West. Excused: Bays. Also present: Cable, Wollin, Murphy, Genrich, Roseberry, Rogers, Kotlowski, Kaye, Diemert, McLaughlin, Phillippi, Chuck Sibilsky, Jim Vandenberg (Executive Director/Land & Water Conservation Association), Kathy Pielsticker (Director/Land & Water Resources Bureau DATCP) and Sarah Grosshuesch.

Motioned by Stuchlak/West to approve the agenda. Motion carried by unanimous voice vote. Motioned by West/Stuchlak to approve the June 13, 2013 minutes. Motion carried by unanimous voice vote.

Item #4 Discuss and/or act on concepts of consolidating Land & Water with another department. The Land & Water Conservation Association has checked into 20 other county's Land Conservation Departments. Waushara County has a Land Conservation office with a County Conservationist there. Waushara County's department merger retained Land Conservation as a separate division with a Land Conservationist; tighter coordination between the two departments, but did not necessarily save money in the process or eliminate any positions. Dane County merged departments but still retained Land & Water identity. The leadership aspect of Land & Water Conservation Department is critical to help put in place a vision as is related to conservation practices. The following is a list of concerns.

New Chester Dairy:

- Impact on the ground water resource
 - A lot of pressure on natural resources
 - Someone needs to respond to calls

Murphy explained it was extremely important that there was an understanding of state priorities and about funding allocations.

- Department of agriculture's #1 priority is agricultural productivity and the survival of it.
- Priority of watershed funding is low.
- Agricultural practices have a higher priority now.
- Their focus and effort is heavily on issues related to agriculture as opposed to non-agricultural issues.

Sibilsky was present to represent the LCD staff. Everyone echoes the same concerns. We need the monies to do the work, there will be more work within the future. They need someone as the focal point of the office.

Grants:

- Money could go someplace else if someone is not dedicated as a Land Conservationist in maintaining leadership
- Some salaries for the Conservation Department staff are paid for by grant money
 - Annual staff grants for 2014 under current structure approximately - \$136,000
 - \$114,949 with changes
- Handout provided
 - In 2011, \$94,436 was granted to Adams Co. & used for landowners
 - In 2012, \$64,771 was granted to Adams Co. & used for landowners
 - \$500,000 has been granted to Adams Co. over the last 8 years

High Cap Well Issues:

- Growing issues
- Water quality impact

Watersheds:

- Storm water run-off issues

Genrich stated a Vision/Mission/Value statement is being worked on by the County Board and is in its draft stage. Goals are: preserving the natural resources, the beauty, the livability of the county – this is the primary job of the Land & Water Department (enforcement agency), whereas UW Extension is the educational arm. This needs to be maintained in the county.

McLaughlin stated that 100% of the time would have to be spent overseeing the Land & Water division and the paperwork he supplied mirrors a lot of what's been presented.

Director/Land & Water Resources Bureau – Kathy Pielsticker:

- Provides grant money for our conservation staff
- Provides cost sharing for farmers with conservation practices
- Works thru UW Extension and Land & Water Conservation
 - Nutrient Management training within counties
 - Adams County owns 9 dams
 - She gets things done by working thru counties and with them.

Genrich agreed with Vandenbreck and Pielsticker that we need a County Conservationist with a strong background in issues such as water quality and quantity land use and management, considering the agricultural greed in the agricultural community exploiting resources.

During the 2011 consolidation committee, it was decided at that time that the departments should not be combined. No financial benefits had been demonstrated. Murphy & McLaughlin stated that after researching the options, each department should be kept separate to maintain the integrity of each department. McLaughlin said that other counties don't have money problems, but Adams County does, we don't have extra resources available. Overall we have no excess staff. Waushara's pay levels are also higher than ours. West sees the value of conservation, but we should streamline the department by having less supervisory and more productive work hours. West stated that we could merge all 3 departments; Land & Water, Parks and Planning & Zoning, having 1 department head over the division. It was stated by Vandenbreck that it would be too overwhelming for one person to supervise all 3 departments. Overwhelming a person by creating elevated programmatic responsibilities cannot be as effective, dealing with personnel and program administration can cost you more at the top in the end. Having one person being the entire manager of that many divisions of stuff is difficult at best. Murphy said that the cost savings could be in the support staff. Genrich said that there is a different skill level for being a conservationist versus a department head. We would have to train the staff to be at an appropriate skill level for each department. Miller said that he did not see anything to convince him to want to combine departments. The county is agricultural, natural resources not industrial. West said that a good conservationist can concentrate on those practices, not on higher administrative functions. Phillippi agreed with West's concept of merging to share staff, still having a conservationist sharing a department head, for the two divisions on a trial basis. Time would be saved with one department head representing two departments saves administrative time. Phillippi stated that

everyone was describing/identifying the perfect person in the perfect world. That no one could be capable of filling the role as described. Pielsticker talked of a tech savy person with a strong background to include leadership skills to provide direction to meet the needs of the department. Vandebreck stated the main concern is that we have someone in place with the necessary skill level to perform the job; have an understanding of DATCP, DNR and EPA programs, as well as the programs that Adams County manages: stormwater run-off, watershed issues, stream monitoring, soil & animal waste issues, etc. Murphy explained the department layout with different programs under different employees being responsible for the management of them. Johnson doesn't understand the concept of the suggested merger, leave each department individual as she sees no savings or benefit to merging them. The workload can be managed better if left separate. Larson stated that we need the technical skill level to focus on what there is to do here. A higher expertise contracting services is too expensive. After much discussion, it was decided that the Land Conservation department should be retained in some form.

Motioned by Stuchlak/Miller to fill the Land & Water Conservationist position as is. Motion carried by unanimous voice vote.

Item #5 Discuss and/or act on process/procedures for updating Policies & Procedures Manuals/Employee Handbook/Administrative Manual. West explained what the Executive Committee did. Department heads looked at 2 or 3 sections depending on size. There were a few changes, but the majority of the content is good. Policy changes were made to the Harassment section.

Item #6 Discuss short term goals.

- Harassment Policy Appendix A to be emailed out to all department heads
- To be reviewed at the department head meeting if needed or wanted
- Returned to be approved and moved forward to County Board in September

Administrative Manual:

- Broken into small sections
- Reviewed by department heads
- Comments submitted to clerk for the committee
- Committee works on – moves it forward for approval to County Board

Larson requests that the agendas be sent to all department heads. Genrich would like the same as extractions from Friday notices make it difficult to understand.

Phillippi and Genrich exchanged conversation related to extractions of meeting notices. After much discussion, the extractions were not essential or substantial content, Genrich was referring to the numbering outline extraction. It was determined by the audience that all committee notices be sent to all department heads.

Item #7 Discuss department head comments. Miller stated that he was gone last week. He'd make copies of all comments and place them in the supervisor's mailboxes, comments will be discussed at the next meeting.

Grosshuesch expressed concerns related to team work grant opportunities and missing out when everyone's not willing to do their part. Grosshuesch said that she was not a department head, but was interested in going back to item #4 on the agenda. Her office saw a trend in state

regionalization. There is no health officer in Marquette County. She is frustrated with the lack of interaction and push back from departments. Genrich expressed concerns related to IT and wireless building and grounds at the community center. Accomplishing tasks are difficult. Community Center requests are for the benefits of the community. Departments need to work together. We are a team and need to support/help one another; need training. Larson stated that departments build silos, are the ruler of their silos, the county needs the bigger pictures; engaging in 2 way conversations. Rogers said that training won't work. We need to be adults, have adult behavior, build good relationships. Which isn't always easy, some like keeping people separated, fostering negative behavior. We need teamwork with common goals. Department heads behavior can demonstrate appropriate behavior. Committee condoned the conduct. Teamwork approach should be a common goal. We need to determine what is and is not appropriate department behavior. Concerns should be shared. Department heads should be informed of money issues; what is best for the county and should be discussed. Community grants should be discussed. Johnson said that with not all departments in the same buildings, when something needs to be done, we may need to contract outside. Committees should be giving advice, departments should be able to rely on them, but not solving the problem.

Excused: West at 10:29 a.m.

Code of conduct expectations was discussed. Cable/Larson stated employees should have clear expectations; mutual respect for each other. Cable questioned how vision/mission/values statements are carried out; conduct expectations and how it's managed. We need to have an accountability task.

Items for next agenda:

Discuss and/or act on process/procedures for updating Policies & Procedures Manuals/Employee Handbook/Administrative Manual;

Discuss department head comments;

Discuss and/or act on Harassment Appendix A;

Discuss proposed Code of Conduct.

Next meeting date set for August 22nd, 2013 at 8:00 a.m.

Motioned by Stuchlak/Johnson to adjourn at 10:45 a.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary