

Executive Committee Minutes
June 11, 2007
9:00 a.m. – Conference Room A260

Chair Loken called the meeting to order at 9:00 a.m. Members present: Joyce Kirsenlohr, Dave Grabarski, Larry Babcock, Dave Renner and Cindy Loken. Also present were: Barb Petkovsek, Administrative Coordinator/Director of Finance; Edie Felts-Podoll, UW-Extension Family Living Agent; Eric Furtkamp, Director of Health & Human Services; Carol Johnson, Aging Director; and Tracy Hamman, Maintenance Supervisor.

Motion by Renner/Kirsenlohr to approve the agenda. Motion carried.

Motion by Babcock/Grabarski to approve the June 5, 2007 minutes. Motion carried.

No public participation. No correspondence.

Helmer Lecy from Old Farmer's Antique Club was not present, so the Chair decided to come back to this item later.

#9 – Trial Reservations. Edie Felts-Podoll reported that they have had positive comments through the website. They can download the information and don't have to come in unless they have to give them a check. The only problem they had was an individual was using an old phone number to access and not getting through, but that has now been resolved. Loken asked the committee if they needed to take action on this. It was decided to continue as is since it is now working and things are running smoothly.

#10a – UW-Extension Clerk/Typist job description. Edie said, the job description was last updated in 1992. The changes made to the description were they took out equipment they don't use any longer and old computer programs were deleted. No changes in actual job. **Motion by Kirsenlohr/Babcock to approve the Clerk/Typist job description with the revisions and to change fill to file in #7. Motion carried.**

#10b – UW-Extension Secretary/Receptionist/Bookkeeper. The description was updated to reflect changes in equipment usage and new computer software programs. **Motion by Grabarski/Renner to approve job description changes.** Loken questioned why bookkeeping/accounting was not in the job description. Edie explained because the type of bookkeeping that is done, it is not like accounting. Grabarski stated that #2 requires that. Kirsenlohr stated number two, office experience, requires it. **Motion carried.**

#10c – Benefit Specialist, Health & Human Services (Aging) Dept. – Carol Johnson, Aging Director, explained the changes they made to the description is to number one, and that is per the Northern Area District Office. The other item added is number 13, background checks, which is County policy. #14 under "Required Qualifications" should be omitted from the job description. **Motion by Renner/Grabarski to approve the Benefit Specialist job description with #14 under "Required Qualifications" be omitted.**

Discussion was held about omitting #14. **Motion carried.** Loken advised Eric Furtkamp to take the revised description back to his committee.

#12 – Old Library Building Lease/Sale. Cindy Loken explained the background history of the building to Ms. Petkovsek, Administrative Coordinator. The lease was revised with recommended changes and on a month-by-month term. **Motion by Grabarski/Babcock** to approve the lease and send it on to Renewal Unlimited. **Motion carried.**

#13 – Signature on Panic Button Resolution. The Committee executed the resolution, which was approved at the May 7, 2007, meeting.

#14 – Update on Safety Program Development – Liz Hendricksen, Administrative Assistant to Administrative Coordinator, updated the committee on the safety program. Drafts are on the network for the Dept. Heads to review. A meeting in the near future is scheduled with Bob Cooke from Alpha Terra. Once those are finalized, they will be brought back to the committee.

#15 – ID Badge and Key Policy. Liz Hendricksen explained to the Committee that Captain Beckman made the updates to the identification policy and now it needs approval from the Corporation Counsel.

#16 – Grade 19 of Adams County Pay Scale & Resolution for creation of Grade 19. Proposals were given to the Committee with the Administrative Coordinator's wage incorporation into those. **Motion by Grabarski/Babcock** to adopt the forth proposal with the wage offered to Ms. Petkovsek at Step 4. **Motion carried.**

#17 – Administrative Coordinator/Director of Finance WCA Seminar. Loken explained there was money in the budget and asked Ms. Petkovsek if she was available to attend the conference on Monday, June 18, 2007. **Motion by Kirsenlohr/Grabarski** to approve the Administrative Coordinator's attendance at the WCA GASB Seminar. **Motion carried.**

#18 – Vacation – Anniversary date and excess vacation for Jane Gervais was discussed. **Motion by Kirsenlohr/Babcock** to extend the vacation of Jane Gervais to March 31, 2008, due to extenuating circumstances. This does not set precedence. **Motion carried.**

Supervisor Grabarski gave an update on the fairgrounds, item #8. They already gave them an approval to house the sawmill and now they would like a chain link fence for security reasons.

#19 – Vouchers. **Motion by Renner/Grabarski** to approve vouchers. **Motion carried.**

#20 – **Motion by Grabarski/Renner** to convene in closed session per Sec. 19.85(1)(c), & 19.85(1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to confer with legal counsel for the

governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: Solid Waste grievance denial, Grievance no. 05-03-2007. **Motion carried.**

Motion by Grabarski/Kirsenlohr to reconvene in open session per Sec. 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried.**

Next meeting is scheduled for Monday, July 9, 2007 at 9:00 a.m.

Item #11 – Collections Specialist – Dee Helmrick, Clerk of Court, explained the need for the creation of Collection Clerk position. The amount of money coming into her office and all the directions it needs to go is a full-time position in itself. **Motion by** Babcock/Grabarski to approve the job description. **Motion carried. Motion by** Grabarski/Babcock to approve the resolution. Discussion was held regarding adding the fiscal note to, therefore, be it resolved. **Grabarski withdrew his motion. Second by** Babcock. **Motion carried. Motion by** Grabarski/Babcock to approve the resolution with adding a, “Be it Further Resolved” stating the same as the fiscal note, \$22,340 from the general fund. **Motion carried.**

Bev Ward asked about the old Library lease. The revisions to the lease were explained. Ms. Ward also asked the Executive Committee if they were aware of all the re-classifications coming forward.

Motion by Renner/Grabarski to adjourn at 11:25 a.m. **Motion carried.** The next meeting is scheduled for Monday, July 9, 2007, at 9:00 a.m.

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY EXECUTIVE COMMITTEE.