

EXECUTIVE COMMITTEE MINUTES

Monday, January 7, 2008

9:30 a.m. - Conference Room A260

Meeting called to order by Chair Loken at 9:35 a.m. Meeting was properly announced. Members present: Dave Renner, Cindy Loken, Joyce Kirslenohr, Larry Babcock and Dave Grabarski. Others present were: Barb Petkovsek, Administrative Coordinator/Director of Finance, Jack Albert, Corporation Counsel/Personnel Director, Supervisor Joanne Sumpter and Jane Gervais.

Motion by Babcock/Kirslenohr to approve the agenda. Motion carried.

Motion by Renner/Babcock to approve the December 11, 2007, Executive Committee minutes. Motion carried.

Public participation - Helmer Lecy from Old Farmer's Antique Club discussed finishing extending the shed, which the Fair Board has approved. **Motion by Renner/Kirslenohr to approve the project, subject to Corporation Counsel reviewing the lease. Motion carried.**

Discuss and/or act on revisions to Senior Center Aide/Co-Site Manager job description (Health & Human Services). Eric Furtkamp, Director of Health & Human Services, explained the only item removed from the job description was the CDL requirement. Health & Human Services approved the revised description at their December meeting. **Motion by Garbarski/Renner to approve the revised Senior Center Aide/Co-Site Manager job description, which removes the CDL requirement. Motion carried.**

Discuss and/or act on Resolution to convert one regular, full-time position Clerk/Receptionist to a regular, full-time Support Specialist Fiscal position. Discussion was held. **Motion by Kirslenohr/Grabarski to change number two (2) under job duties to "Assist in preparation of" and strike "prepare", number five (5) strike "Audit" and add "Monitor," and number one (1) under Required Qualifications take out "for clerical operations" and add in "basic mathematical skills". Motion carried. Motion by Grabarski/Babcock to approve the job description as changed, contingent upon Health & Human Services Committee approval. Motion carried. Motion by Kirslenohr/Renner to approve the resolution as written to come before the County Board on January 15, 2008. Motion carried.**

Discuss and/or act on request by Resource & Recreation Committee to evaluate the condition of building maintenance related to heat loss/water leakage through roof of Community Center Building. Tracy Hamman, Maintenance Supervisor, gave an update on the Community Center leakage problems. Discussion was held. A suggestion was made to wait until Spring to assess the roof. Chair Loken will contact Dave Repinski, Chair of Resource & Recreation Committee to discuss the cleaning contract.

Discuss and/or act on office renovations/changes. Petkovsek, Administrative Coordinator, gave an update on the moves on the first floor. A firm quote is still needed for the counter in the

County Clerk's office. Discussion was held on what to do with the supplies in the Print Shop. Donating the items to Head Start and Day Care facilities within the community was suggested. Discussion was held regarding renovation of the Corporation Counsel/Personnel office. Premo Construction will also be submitting a bid early this week. Discussion was held that the Executive Committee can approve up to \$5,000.00. The decision was made to wait until they have other bids and then have a joint meeting with Finance on Friday, January 11, 2008, or before the January County Board meeting.

Administrative Coordinator/Director of Finance monthly report. Barb Petkovsek presented her monthly report.

Motion by Babcock/Renner to approve the vouchers. Motion carried.

Next meeting will be Monday, February 11, 2008, at 9:00 a.m. No action items at this time.

Motion by Babcock/Grabarski to convene in closed session per § 19.85(1)(c) & (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. 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: Update on negotiations, performance review Corporation Counsel/Personnel Director and Administrative Coordinator/Director of Finance (from last meeting). Motion carried unanimously by voice roll call vote.

Motion by Kirsenlohr/Renner to reconvene in open session per § 19.85(2), Wis. Stat., to consider and vote on appropriate matters. Motion carried unanimously by voice roll call vote.

Motion by Grabarski/Renner to adjourn at 1:10 p.m. Motion carried.

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE