

Executive Committee Meeting
January 8, 2013 – 8:00 a.m. - Conference Room A-260

Minutes

John West, Chair, called the meeting to order at 8:07 a.m. The meeting was properly announced.

Committee members present: John West, Al Sebastiani, Jack Allen, Larry Babcock, and Florence Johnson.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; Supervisor Lori Djumadi; County Clerk Cindy Phillippi; Chris Murphy; Daric Smith; and Fred Nickel.

Motion by Sebastiani, seconded by Allen, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Johnson to approve Minutes of the December 7, 2012 Executive Committee meeting. Motion carried by unanimous vote.

There was no public participation. There is no new correspondence.

Discussion was held regarding filling the position vacated by the Payroll Specialist. Larson presented an overview of AC/DOF department responsibilities. The department cannot sustain the added workload caused by the vacant position. Once fully staffed, full cross-training will be completed in approximately six months. Allen requested that Larson explain the cross-training process at the next Executive Committee meeting. Larson wants to post the position, both internally and externally. **Motion by Allen, seconded by Babcock, to fill the AC/DOF Payroll Specialist Position. Motion carried by unanimous vote.**

Discussion was held, whether domestic partners should be covered on the County health insurance plan? Kaye reported that registered domestic partners are allowed on the State medical plan. We don't have the State plan. **Motion by Allen, seconded by Sebastiani to take no action taken. Motion carried by unanimous vote.**

Allen spoke of the need to determine goals for safety training meetings, and education on CPR training, fire extinguishers, fire drill, evacuation plan, etc., and believes that one employee should be appointed to coordinate those activities, possibly Jane Gervais.

Lisa Haen presented handouts and gave a presentation of Municipal Electric Utilities of Wisconsin (MEUW) Safety Program. AC/DOF budget contains \$10,000 for safety training. MEUW fee is \$25,000. West will place the matter on the Administrative & Finance Committee agenda. **Motion by Babcock,**

seconded by Allen, to find a way to hire MEUW. Discussion was held. **Babcock withdrew his Motion. No action was taken.**

Motion by Allen, seconded by Babcock to recess at 10:03 a.m. **Motion carried by unanimous vote.** The meeting reconvened at 10:12 a.m.

Presentation and discussion of proposed partnership agreement between Adams County and Global Environmental Infrastructure Technology Solutions. Chris Murphy, Land & Water Conservationist, gave a Power Point presentation, and power point handout, and asked that the Executive Committee approve moving the proposed agreement forward to the County Board for approval. Corporation Counsel will review the Agreement and recommend changes if required. Daric Smith of ACRIDC followed up with comments on potential benefits of economic development and job creation. A second presentation to the County Board may be given by Global via video conferencing in Circuit Courtroom A. **Motion by Allen, seconded by Sebastiani**, to move this item forward to the County Board during its Strategic Planning meeting. Allen left the meeting for a ten-minute period. West, Sebastiani, Babcock and Johnson voted yes; Allen was absent for the vote. **Motion carried.**

Allen returned to the meeting.

Albert gave his verbal report of Corporation Counsel Department activities, including department representation, court actions, caseload and office management.

Larson presented the following monthly Administrative Coordinator/Director of Finance report:

- EO Johnson managed print service was implemented in December and will return in January to finish the project. The firm gave a presentation to Department Heads last week. This managed print service lends to accountability and savings. We can track and bill copies to grants.
- Closing occurred December 24, 2012 on Hilbert bond documents.
- Larson and Kaye attended training with Wipfli regarding the wage study. The County will adhere to certain milestones for progression of the project by June 28, 2013 and ultimately refer to the County Board for approval.
- Working toward seamless transition of Interim Medical Examiner.
- WEA Health cards were sent to all insured employees after a delay by a 3rd party printer.
- Recruitment of a GIS Specialist is in process. Recruitment of a Payroll Specialist/Account Technician will proceed.
- Preparing for year-end audit. Final date not set.
- Will report on department cross-training at the February Executive Meeting per request of Allen.

Marcia Kaye discussed Personnel Department activities. Discussion was held regarding the employee recognition program. Allen asked if Committees should be involved when employees are terminated. Kaye stated that terminations are often confidential matters handled through the County's insurer.

Vouchers were not issued in time for this meeting and no action was taken.

Action items for next meeting: None

The next meeting is scheduled for **February 12, 2013 at 8:00 a.m.** **Motion by Sebastiani, seconded by Johnson,** to adjourn the meeting at 11:37 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider
Recording Secretary