

Executive Committee Minutes
Monday, May 7, 2007
Conference Room A260

Chair Cindy Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. Members present: Supervisor Larry Babcock, Supervisor Joyce Kirslenlohr, Supervisor Cindy Loken, and Supervisor David Renner. Supervisor Dave Grabarski excused.

Loken indicated that Administrative and Finance committee has covered Item no. 11 - Discussion regarding GIS Technician and Real Property Lister job descriptions, so there would be no need for discussion. **Motion by Renner/Babcock** to pull Item no. 11 off the agenda and approve the agenda. **Motion carried unanimously.**

Motion by Babcock/Renner to approve minutes from April 10, 24 & 25 meetings. **Motion carried unanimously.**

No public participation.

Item 7 - Correspondence - Flower Bed Work Day discussed. This would involve employees at the Courthouse participating in planting flowers, plants and cleaning up flowerbeds after work. Dawn McGhee explained this type of event took place previously at the Health and Human Services Department. **Motion by Kirslenlohr/Babcock** to allow the Courthouse to have a Flower Bed Work Day after hours. **Motion carried.**

Item 8 - Street Naming/Fire Numbering Job Duties. Phil explained that everyone was aware the Planning & Zoning Department is going to assume the duties and is shooting for July. As new addresses are issued Jeff, GIS Technician, would GPS them to keep up the 911 system. In the interest of keeping that up, he suggested that Jeff go out and put those points on the map. Renner asked Phil when they receive an application for a new fire number, how the process would work. Phil told the Committee, Diane and Kathy will be having a meeting with Sue, Real Property Lister, this morning to go over how things are handled. The only difference will be is the application will come back to Planning and Zoning now. Part of the application is they had to re-word the ordinance. Now it is a choice where you show your driveway location.

Jeff, GIS Technican, indicated he was going to take over in July for MSA, who is currently performing the duties. He will be meeting with MSA in the near future to discuss his role. This is covered in the grant. Loken asked, if they would need to buy equipment. Jeff said, he believes that was part of the grant and they have a laptop. Phil said, basically, he has a hand held unit and takes that reading within a few feet. It is a data base that is stored and he loads it on his computer and puts the points on the map. Mary Ann Bays, Treasurer, told the Committee, this isn't going to change what the townships do. If the highway does the signs, that won't change, it is just who is doing the application. Discussion was held about doing this on a bi-weekly basis and obtaining a vehicle from the Sheriff's Dept. if needed.

Item no. 9 - (a) Planning & Zoning Secretary/Bookkeeper and (b) Clerk/Typist job descriptions. Changes made to the job descriptions were to bring them in line with the street address changes. **Motion by Babcock/Kirslenlohr** to approve the revised job descriptions for the Planning & Zoning Secretary/Bookkeeper and Clerk/Typist. **Motion carried unanimously.**

Item no. 9 - (c) UW-Extension full-time Clerk/Typist and (d) UW-Extension full-time Secretary/Receptionist/Bookkeeper. Item postponed until next month's meeting.

Item no. 10 - Direct Deposit Update. Discussion was held. Mary Ann Bays, Treasurer suggested bidding this out. Postponed until next meeting.

Item no. 11 - Removed from agenda.

Item no. 12 - Health Insurance Study Committee request for Refrigerated Vending Machine with Healthful Food. Chair Loken said, the Health Insurance Committee is requesting to have a healthy food vending machine. Mary Ann Bays said, they were trying to restructure how they do things around there on a healthy basis. This is no different than a snack machine, instead it would have yogurt and healthy goods. **Motion by Renner/Kirsenlohr** to approve the healthy food vending machine. **Motion carried unanimously.**

Item no. 13 - Security Concerns Update/Action Items - (a) ID Badge Policy. Jane Grabarski discussed the software was purchased through various grants prior to her coming there. She indicated she could use help with the photographs. She can initially set it up in the conference room next to her office in A030. Jane Grabarski said, maybe the County Clerk's office could snap the photo when the employee comes in to sign up. Jane explained that Dawn McGhee has the template for the badges. Discussion was held about an authorization form that every Department Head will complete and then be forwarded to Personnel for each employee's file. The expiration date was discussed whether to make it three or four years or do we want to stagger it, maybe use birth month as an expiration date. Loken said, having an expiration date allows for a person to get an updated photo. Jane Grabarski explained they really haven't gotten the okay that MIS will make the badges. Kirsenlohr asked how much work would be involved. Jodi Helgeson, Register of Deeds, recommended a four-year expiration date because elected officials are on a four-year term. Loken asked if we are saying it will expire on the month of their birthday and four-year terms. The forms will be sent to the Personnel Department.

Loken said, she knows there were concerns from MIS and asked Rick Huck to speak. Concerns were, his understanding was there was going to be some type of numbering or coding system if someone needs access. Jane Grabarski discussed password. Loken asked Jane Grabarski if she was going to work out the details. The Sheriff's Department already has badges.

Discussion was held about how many badges to issue an employee and if one is lost to possibly charge the employee a fee. Discussion was held on whether to issue badges to public employees who access offices on a daily or weekly basis. Helgeson indicated this could become a nightmare to have to issue badges as she sometimes has 10-15 people in her office. Kirsenlohr's concern was with temporary badges, you lose your security. Is it going to pay to give a temporary badge or is it something that is going to be abused and then you lose your security. This way without a badge, they would stand out and then you could question them why they are there.

Rich Huck said, if we issue a temporary badge, it is our responsibility to have them return that badge—you then have the security. The other concern was someone might say they lost their badge because they don't want to pay a fee.

Kirsenlohr asked if we really want to approve this policy now since everything is not quite

ironed out. Jane Grabarski told the committee, we can't really start adhering to this policy until it is approved by the Committee.

Motion by Babcock/Renner to approve the Identification Badge Policy with changes from MIS to Personnel Department taking the initial pictures when employees are hired and also knowing there may be some fine tuning to the policy in the future. **Motion carried unanimously.**

13(b) - Resolution - Panic Button System - Discussion was held where and what systems would be best for the panic button system. Cindy Loken asked if the basic setup is compatible. Dawn McGhee explained, that would be something that would have to be looked into. Dawn indicated that it would work well at the Courthouse and Health & Human Services as they have the fiber, but other outlying facilities are questionable at this time. Discussion was held about the system going down and then the panic button wouldn't register for a period of time. Les Beckman, Jail Captain and Rich Huck had discussion about receivers throughout the buildings.

Motion by Renner/Kirsenlohr to send this resolution to the Board for approval. **Motion carried unanimously.** Babcock indicated that if Dawn receives information prior to the Board meeting and if there are reservations, they could pull it from the agenda.

13(c) - Bulletproof Protection. Tracy Hamman, Maintenance, handed out a quote for bullet proof glass for doors and sheathing price quote. Total price is \$114,136.00. This amount includes installation. Bids would have to be solicited. Loken thanked Tracy for the information.

Item no. 14 - Old Library Lease/Sale. Contract that expired was discussed. Jane Gervais will follow-up with Renewal Unlimited and will provide Committee with new lease next month.

13(d) - Proximity Card System. Les Beckman, Jail Captain, told the committee they have the basic bid on it and have several different companies. They handle everything in the jail and most jails around Wisconsin. He explained they almost all use the same type of proximity card reader and card system. Loken thanked Captain Beckman for the information. If there is money in the budget at a later date, we may be able to put it to use.

Tracy Hamman discussed parking lot lights. The pole needs to be replaced and it would cost \$500 to install the pole. The company would be responsible for all the repairs. Currently we are paying \$23.00 a month and we maintain it, which we don't have the equipment to do and have to call upon others with a bucket truck to help. Loken indicated this issue was brought up at Department Head meeting because the East lot's lighting is not well lit when people leave after hours. Tracy said, there is money in the budget. Kirsenlohr said, Tracy could make that decision.

Item no. 15 - Corporation Counsel/Personnel Office Long Range Plan including Hazelbaker Letter to the Board. Discussion was held about contracting Corporation Counsel. Babcock felt that it should be contracted out to someone. Kirsenlohr and Loken believe a Corporation Counsel should remain in-house. The need for someone being on-site at all times was discussed. Babcock said, it was just an idea worth kicking around. Loken believes what's best for the County is what we currently have—we need to get a person hired and get them in place. She explained there should be someone in the position and then it can be worked out, if need be. For now we are going with what we have in place. Kirsenlohr mentioned maybe it should go through budget cycle. Babcock said he thinks we are going to have to go along with what we

have for now and then we have to start thinking about it. Loken asked if anything else was to be said about the Hazelbaker letter. Babcock indicated no.

Motion by Kirsenlohr/Babcock to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stat., 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: WPPA Union Negotiations, legal counsel issues, screen applicants for Corporation Counsel/Personnel Director, and Administrative Coordinator/Director of Finance Update. **Motion carried by unanimous roll call vote.**

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

Item no. 19 - Resolution for Appointment of Administrative Coordinator/Director of Finance.

Motion by Kirsenlohr/Renner to approve the resolution as presented to appoint the Administrative Coordinator/Director of Finance to Barb Petkovsek with a starting salary of \$85,000, with three weeks and one day of vacation to start on approximately June 11, 2007.

The committee set interview date of May 14 or 16, 2007, for Corporation Counsel/Personnel Director interviews. Date contingent upon Mr. Grabarski's schedule.

Next meeting date will be June 11, 2007, at 9:00 a.m.

Motion by Renner/Babcock to adjourn at 4:37 p.m. **Motion carried unanimously.**

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.