

AD HOC TRANSITION COMMITTEE MINUTES
June 13th, 2013 Room A160 1:00 p.m.

The meeting was called to order at 1:02 p.m. by County Clerk, Phillippi. Present were Bays, Johnson, Miller and Stuchlak. Excused: West. Also present: Murphy, Beckman (Times-Reporter), Roseberry, Kaye, McLaughlin, Phillippi and Djumadi.

Motioned by Bays/Stuchlak to approve the agenda. Motion carried by unanimous voice vote. Motioned by Miller/Johnson to approve the March 7, 2012 and March 12, 2012 minutes. Motion carried by unanimous voice vote.

Nominations were opened to select Chairperson. Stuchlak nominated Miller. There were no other nominations. Bays cast a unanimous ballot to nominate Miller as Chairperson. None were opposed. Nominations were closed. Miller took over as Chairperson.

Nominations were opened to select Vice-Chairperson. Bays nominated Stuchlak as Vice-Chairperson. There were no other nominations. Bays cast a unanimous ballot to nominate Stuchlak as Vice-Chairperson. None were opposed. Nominations were closed.

Nominations were opened to select Recording Secretary. Motioned by Johnson/Bays to nominate Phillippi as Recording Secretary. There were no other nominations. Motion carried by unanimous voice vote. Nominations were closed.

West present at 1:08 p.m.

Discuss and/or act on Adams County organizational structure, including potential department consolidations and roles and responsibilities of administrative, management, and other positions throughout the County.

The committee is looking for:

- Ideas/suggestions for overall improvement
- Processes/Procedures
- Right system
 - What works, what doesn't
- Short term planning
 - Goals, operations, services

This list is not all inclusive.

They will accept written anonymous comments placed in Chairman Miller's inner office mailbox located in the County Clerk's office.

They would like to have an informal discussion to gather facts, ideas, clarify perceptions and generate options that could resolve particular process issues within our system and improve efficiencies.

Policy/Procedure Manual-Administrative Handbook:

They are also considering the idea of department heads breaking up into groups to review the (incomplete) Policy/Procedure Manual – Administrative Handbook. The process for this has yet to

be determined. The Committee would ultimately have final say on the handbook submitted to County Board for approval.

Committee discussion consisted of:

- Confidentiality of employees i.e. Health and Human Services
- Value of Department Head experience and knowledge
- Communication issues
- Layers of Government
- Chain of command
- Committee structure vs County Administrator

Motioned by Bays/West to have Murphy and McLaughlin look at options of merging Land & Water/Planning & Zoning and to include revenues received by Planning & Zoning in relationship to building inspections for the departments to report back before the next meeting date to the feasibility of such merger. Motion carried by unanimous voice vote.

The committee was provided with a list of their responsibilities, the current County In-Line Structure and previously gathered Land & Water Department and Planning & Zoning Department Consolidation handouts. The idea of possibly consolidating Land & Water with Parks was not something the committee wanted to pursue at this time, but may, after review of Land & Water and Planning & Zoning option.

West excused at 3:45 p.m.

Items for next agenda:

- Discuss Consolidation with Land & Water/P & Z or other options*
- Discuss comments received from department heads;*
- Administrative procedure/policy process;*
- Short term goals.*

Next meeting date set for July 16th, 2013 at 8:00 a.m.

Motioned by Stuchlak/Bays to adjourn at 3:50 p.m. Motion carried by unanimous voice vote.

Respectfully submitted,



Cindy Phillippi
Recording Secretary

These minutes have been approved.