

Joint Administrative/Finance - Executive Committee Meeting
August 14, 2012 – 8:00 a.m. - Conference Room A-260

John West, Chair, called the meeting to order at 8:00 a.m. The meeting was properly announced.

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

Members of Administrative/Finance Committee present: Lori Djumadi, John West, Larry Babcock, Al Sebastiani and Jerry Kotlowski.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; John R. “Jack” Albert, Adams County Corporation Counsel; Marcia Kaye, Personnel Director; and Diane Heider, Legal Assistant, Recording Secretary; Sheriff Sam Wollin; Chief Deputy Terry Fahrenkrug; Highway Commissioner Pat Kotlowski; and County Clerk Cindy Phillippi.

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

Motion by Babcock, seconded by Johnson, to approve the Minutes of the July 10 and July 17, 2012 Executive Committee meetings. Motion carried by unanimous vote.

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

Discuss and/or act on on-call pay for Sheriff’s Department Lieutenants. **Motion by Allen, seconded by Babcock, to deny on-call pay to Sheriff Department Lieutenants. West, Allen, Johnson and Babcock voted yes; Sebastiani voted no.**

The Administrative-Finance Committee members were then excused from the meeting.

Discuss and/or act on wage and benefits for budget year 2013. **No action was taken.**

Discuss and/or act on compensation study for county positions. **Motion by Allen, seconded by Babcock, to use Wipfli for the County wage study, with the added condition that a Supervisor Committee will be set by the County Board Chair. West, Allen, Johnson and Babcock voted yes; Sebastiani voted no.**

Motion by Sebastiani, seconded by Allen, to recess at 9:45 a.m. for a ten-minute break. Motion carried by unanimous vote. Motion by Allen, seconded by Johnson to reconvene the meeting at 9:55 a.m. Motion carried by unanimous vote.

Motion by Sebastiani, seconded by Babcock to convene in closed session at 9:55 a.m. per Wis. Stats. §19.85(1)(e) for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355. **Motion carried by unanimous vote.**

The Committee then reconvened in open session per Wis. Stats. §19.85(2) at 10:22 a.m., to consider and vote on appropriate matters. **No motions were made post-closed session.**

Larson presented the Administrative Coordinator/Director of Finance 2013 proposed budget. **Motion by Allen, seconded by Babcock**, to approve the Administrative Coordinator/Director of Finance 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

Albert presented the Corporation Counsel Department 2013 proposed budget. **Motion by Allen, seconded by Sebastiani**, to approve the Corporation Counsel 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

Kaye presented the Personnel Department 2013 proposed budget. Motion by Sebastiani, seconded by Babcock to approve the Personnel Department 2013 budget and forward to County Board for approval. **Motion carried by unanimous vote.**

Larson presented the monthly Administrative Coordinator/Director of Finance report.

- Larson visited with Joan Ballweg who is new to the area due to redistricting.
- If the Executive Committee members hear comments that would improve our budgeting process, please advise AC/DOF office.
- Rapid Learning Institute training will be discussed at Department Head meeting. The goal is to use time saving tools to help managers build teams through discipline and morale. Presentations are in 15-minute sessions.
- Safety Training/OSHA reporting requirements discussion. Motion by Babcock, seconded by Allen, to forward to the Admin/Finance Committee. Motion carried by unanimous vote.

Jack Albert gave his report of Corporation Counsel Department activities including legal opinions, department representation, litigation, guardianship and mental commitment caseloads.

Marcia Kaye distributed a handout and gave her report of Personnel Department activities.

- Health risk assessments will be conducted in August.
- A 5-minute training video can be obtained to train employees on how to protect themselves in active shooter situations.

Motion by Babcock, seconded by Allen, to approve vouchers. **Motion carried by unanimous vote.**

- The next meeting is scheduled for **September 7, 2012 at 8:00 a.m.** Action items will include:
Discuss and/or act strategy for pending mediation with Adams County Deputy Sheriff's Association Local 355.
- Discuss and/or act on information regarding employee review and/or expectations.

Motion by Allen, seconded by Johnson, to adjourn the meeting at 11:32 a.m. Motion carried by unanimous vote.

Respectfully submitted,

Diane Heider
Recording Secretary