

Executive Committee Minutes

January 8, 2007

9:00 a.m.

Conference Room A260

Chair Loken called the meeting to order at 9:00 a.m. The meeting was properly announced. All committee members were present: Supervisor Renner, Supervisor Kirslenohr, Supervisor Babcock, Supervisor Grabarski and Chair Loken.

Motion by Supervisor Renner, second by Supervisor Babcock to approve the agenda. **Motion carried unanimously.**

Motion by Supervisor Grabarski, second by Supervisor Kirslenohr to approve the minutes of the December 11, 2006 meeting. **Motion carried unanimously.** Supervisor Kirslenohr needs a copy of the health insurance figures that were to be distributed per the minutes at the December meeting, Liz Hendricksen, Administrative Assistant, will provide these.

There was no public participation.

A correspondence from Helmer Lecy on behalf of the Old Farmers Antique Club was presented with the Committee's packet. The Committee reviewed the request and asked who would pay for the building. Helmer Lecy responded that the Old Farmers Antique Club would pay for the building and already had the materials. It was also verified that this building would be covered under the Old Farmers Antique Club insurance. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the Old Farmers Antique Club request to construct a building to enclose the donated saw mill per the request specifications. **Motion carried unanimously.** Helmer questioned if there were restrictions as to where it could be placed, and showed the Committee an Ariel photo of the land and where they would like to place it; the Committee had no objections. Helmer informed the Committee that the Gazebo project for the Little Leos would be taken care of first thing in the spring, as a concrete pad has to be poured.

Community Center Issues/ Security. Edie Felts-Podoll, UW Extension Department Head, distributed a copy of a sample policy that was recommended to the Resource & Recreation Committee regarding reserving rooms at the Community Center. This policy included a voice mailbox and email address for reservations and questions regarding reserving of rooms; as well as a webpage on the County's website with forms and information for the public to access. The policy proposed to have 2 hours per day Monday – Friday set aside for a staff member to deal with matters at the Community Center. It is recommended for the policy to be implemented for a trial period of 3 months in order to see if the process will work, as well as hopefully alleviate some of the burden on the UW Extension Office Staff. The Committee discussed the policy, implementation, and how the public would be notified of the policy. The public would be notified of the policy by the current staff when they inquire on the usage, as well as via an article to the newspaper, and posting the policy at the Community Center. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the reservation assistance policy to be implemented for three (3) months starting on February 1st pending the setup is completed for the voicemail, email and website. **Motion carried unanimously.** The issue of security was then discussed. Edie brought concerns regarding the security at the Community Center, and asked to have this reviewed to discuss the possible security options for the Community Center. The Committee will have this placed on a future agenda to discuss security concerns.

15% Co-pay of health insurance for new hired exempt employees after 1/1/06. Kevin Kniess, Corporation Counsel/Personnel Director, updated the Committee on the status of this issue. Kevin has reviewed the situation, and a letter has been dictated and will be sent to the employees that are affected explaining the situation, and informing these employees that the money is still owed for the additional five percent (5%) of the monthly health insurance premium that was not deducted from their paychecks.

Direct Deposit. Supervisor Ward spoke on behalf of Cindy Phillippi, County Clerk, who was out sick, a survey is being drafted explaining both the pros and cons of switching to Direct Deposit of pay checks. There was discussion regarding the survey, how the direct deposit would work, and when/how it could be implemented. **Motion** by Supervisor Renner, second by Supervisor Kirslenohr to have the survey come back to the Executive Committee for approval prior to it being distributed. **Motion carried unanimously.**

Print Shop Update. Liz handed out and reviewed a report regarding what had been done since the last Executive Committee meeting. The Committee was also provided with a copy of the inventory to date, as well as any items that are now obsolete or that had to be thrown away. There will also be a new Invoice Form used for outside printing requests and this was included in the packet provided to the Committee.

Old Library Building Sale. Kevin notified the Committee that he had contacted Susan Hoppe via email regarding the Committee's decision at the December meeting. She responded on January 2, 2007, that the Renewal Unlimited Board will not move forward with the purchase of the building, but would like to continue leasing the space. The Committee discussed what to do in the meantime regarding the lease. **Motion** by Supervisor Kirslenohr, second by Supervisor Grabarski to prepare a lease for three (3) months with \$1,000 lease payments that will no longer go towards the purchase of the building. **Motion carried unanimously.**

Open Meeting Law Update. Kevin reviewed the Attorney General's opinion that was issued regarding the Town of Rome's open meeting violation for interviewing in closed session. Kevin explained that when interviewing a candidate for public office of a Committee, Board or Commission, the interview has to be in open session. A regular interview for an employee of a public office can still remain in closed session pursuant to Wisconsin Statutes. Kevin also explained that there has been some recent case law regarding closed session and discovery of records, and it was ruled that what happens in closed session remains in closed session. There is no discovery when the meeting was properly noticed and abides by the Wisconsin Statutes closed session exclusions.

Snowplowing Agreement. The Committee was asked to sign the snow plowing agreement that was presented with the Committee packet. Kevin explained that there were some revisions from last year's agreement. **Motion** by Supervisor Renner, second by Supervisor Grabarski to approve the contract with Hintz Excavating & Blacktop to complete snowplowing for Adams County. **Motion carried unanimously.**

Resolution & Ordinance: Personnel & General Administrative Policies. Liz distributed the Committee's copy of the Personnel & General Administrative Policies, which included two (2) versions. The first version had crossed out the deleted wording and underlined the new wording. The second version was the final version to be presented for adoption. Kevin explained that he went through the policy as it was previously written for an Administrator, and changed the policy to reflect the Administrative Coordinator form of government. Kevin reviewed the major changes in the policy, which included removing the "just cause" employment wording conflicts, to make the policy be truly "at-will" employment. For instance the previous personnel policy had a statement that employees were at-will, yet had a probationary period listed, which contradicts the at-will employment provision. Therefore the section regarding probationary periods was removed from the final version of the policy. There was further discussion regarding this. Kevin stated that there were other areas that needed clarification and were updated, but he felt that in the end this was a sound policy. The Committee discussed printing and distribution of the policies, the Committee requested that Liz contact all County Board Supervisors, that weren't at the Executive Committee meeting and those that had not picked up the Policy on Tuesday morning, get contacted to notify them that the policy was ready for them to pickup. **Motion** by Supervisor Grabarski, second by Supervisor Babcock to approve the Resolution for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. General discussion followed. **Motion carried unanimously.** **Motion** by Supervisor Grabarski, second by Supervisor Renner to approve the Ordinance for adoption of the Personnel & General Administrative Policies be forwarded to the January County Board meeting. **Motion carried unanimously.**

Motion by Supervisor Grabarski, second by Supervisor Babcock to approve the vouchers. **Motion carried unanimously.**

The next meeting date will be February 12, 2007, at 9:00 a.m. Items for the next agenda shall include: Direct Deposit, Update on Print Shop, Old Library Building Sale/Lease Terms, Update on Community Center Reservation Policy, and County Building/Office Security Concerns.

At 11:15 a.m. **motion** by Supervisor Grabarski, second by Supervisor Renner to convene in closed session per § 19.85(1)(c), 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; Evaluation for Corporation Counsel/Personnel Director, Administrative Coordinator/Director of Finance Matters, and § 19.85(1)(e), Wis. Stat., for 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; WPPA Negotiations and Letter of Interest. **Motion carried by unanimous roll call vote.**

Motion by Supervisor Renner, second by Supervisor Kirslenlohr 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.**

Motion by Supervisor Grabarski, second by Supervisor Babcock to approve the resolution concerning the employment of the Administrative Coordinator/Director of Finance and have it forwarded to the January County Board meeting. **Motion carried unanimously.**

At 2:17 p.m. **motion** by Supervisor Grabarski, second by Supervisor Kirslenlohr to adjourn until February 12, 2007. **Motion carried unanimously.**

Respectfully,

Liz Hendricksen
Administrative Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.