

EXECUTIVE COMMITTEE MINUTES
Tuesday, November 6, 2007, 9:00 a.m.
Conference Room A260

Meeting called to order at 9:00 a.m. by Chair Cindy Loken. The meeting was properly announced. All members present - Larry Babcock, Dave Grabarski, Joyce Kirslenohr, Dave Grabarski and Cindy Loken.

Motion by Babcock/Grabarski to approve the agenda. Motion carried.

Motion by Renner/Babcock to approve the minutes of October 4, 2007. Discussion took place. Motion by Renner/Kirslenohr to lay this item on the table until further down the agenda. Motion carried.

No public participation or no correspondence.

Discuss and/or act on revisions to job descriptions for Training Specialist-Thrift Store, Job Coach, and Long Term Support Generalist. **Motion by Grabarski/Renner to approve the three job descriptions, Training Specialist, Job Coach and Long Term Support Generalist as presented, contingent upon approval of the Health & Human Services Committee. The committee discussed the job descriptions. Motion carried.**

Discuss and/or act on Secretary Receptionist-New Employee/Deputy County Clerk revised position description. **Motion by Grabarski/Babcock to approve the New Employee/Deputy County Clerk job description. Discussion took place. Motion carried.**

Discuss and/or act on Direct Deposit for non-represented employees. **Motion by Grabarski/Renner that Direct Deposit be mandatory for non-represented employees. Discussion took place. Motion carried.**

Discuss and/or act on resolution and job description for Legal/Personnel Secretary in the Corporation Counsel/Personnel office. **Motion by Renner/Kirslenohr to approve the resolution and job description for the Legal/Personnel Secretary. Discussion took place by Corporation Counsel/Personnel Director and the Committee. Motion carried.**

Motion by Renner/Kirslenohr to bring back the minutes from the table. Motion carried. The Committee approved the October 4, 2007, minutes. Motion carried.

Discuss and/or act on carpet replacement, painting and associated moving costs for department moves on first floor (including Administrative Coordinator, County Clerk, MIS, Treasurer, Property Lister, GIS and MIS). The Administrative Coordinator/Director of Finance discussed the moving plans with the Committee. **Motion by Kirslenohr/Babcock to have the Administrative Coordinator instruct Maintenance to do the moving and needed painting in the proposed office changes pending the plan staying as is in the budget process, and to use Community Service workers. Motion carried.**

Alpha Terra-Countywide Safety Coordinator. Administrative Coordinator/Director of Finance and Corporation Counsel/Personnel Director discussed with Committee. **Motion by Grabarski/Renner** to give Alpha Terra the contact information for the Safety Coordinator, which will be our Administrative Coordinator and/or Designee, and the Committee will review this at the end of the first quarter in 2008. **Motion carried.**

Motion by Renner/Babcock to convene in closed session per § 19.85(1)(c) & (1)(g), Wis. Stats., for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Confer with legal counsel for 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: Update on negotiations. **Motion carried by unanimous roll call vote.**

Motion by Grabarski/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.**

The next regular meet is scheduled for December 10, 2007, at 9:00 a.m.

Motion by Grabarski/Babock to approve vouchers and forward them to Finance Committee. **Motion carried.**

Kirslenlohr requested security be added to next month's action items.

Motion at 11:25 a.m. by Grabarski/Renner to adjourn until December 10, 2007, at 9:00 a.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant
Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE.