

EXECUTIVE COMMITTEE MINUTES

Monday, August 13, 2007

9:00 a.m. - Conference Room A260

Meeting called to order by Chair Cindy Loken at 9:00 a.m. Members present: Supervisor Dave Renner, Supervisor Joyce Kirslenlohr, Supervisor Larry Babcock, and Supervisor Cindy Loken. Supervisor Grabarski excused. Also present were: Supervisor Bev Ward, Ron Chamberlain - Highway Commissioner, Myrna Diemert - Solid Waste Director, Supervisor Mike Keckeisen, Jack Albert - Corporation Counsel/Personnel Director, and Jane Gervais.

Motion by Babcock/Renner to approve the agenda. **Motion carried.**

Supervisor Grabarski joined the meeting.

Motion by Renner/Babcock to approve the July 23, 2007 minutes. **Motion carried.**

No public participation. No correspondence.

Item #8 - Review/approve revised job descriptions for Highway Dept. Shop Lead Person and Mechanic/Welder/Machinist.

Item #9 - Review/approve Solid Waste Secretary/Scale Clerk revised job description.

The job descriptions were approved at Public Works Committee, but the process is for them to come to Executive Committee. Ron Chamberlain advised the committee of the changes on item numbers two and three and to perform essential job specifications. Barb Petkovsek, Administrative Coordinator/Director of Finance stated with the large amount of revised job descriptions coming through and re-classes, she recommended tabling the job descriptions and re-classes and that they be reviewed once a year or every other year. There is some merit that the same standard form is utilized.

Questions arose as to whether training requirements would present a problem if it wasn't in the job description. Ron stated no. Barb stated that contract and policy brings it to the committee. There should be a stop at the Corporation Counsel/Personnel Director's office to make sure there is consistency. We want the departments to be in the same pattern. It won't impede on what they are working on now and their job duties.

Supervisor Ward asked if the training was held after or during hours. Ron indicated that not all trainings are held during regular business hours. Ms. Ward felt that a person may not be able to perform after ten hours of work.

Motion by Renner/Kirslenlohr to table the revisions to the job descriptions. **Motion carried.** This item will come back to the committee when Ms. Petkovsek and Mr. Albert are prepared to work on the descriptions.

Item #10 - Update on signage regarding numbering the entrance/exit doors. Barb advised the

committee that Tracy Hamman, Maintenance, expected to have the signs last week, but they didn't come in. The signs should be here by next week. Kirsenlohr asked about the hours being posted on the doors. Petkovsek will check into that.

Item #11 - Update on security. Petkovsek indicated that Dawn McGhee, MIS, has taken the lead on the panic button. There are two policies that Mr. Albert will be reviewing and will prepare to bring those next month. Barb told the committee that security is a work in progress. She advised the committee that Chief Justice Shirley Abrahamson was here and the security of the Courthouse was the foremost part of her presentation. Kirsenlohr thought this didn't include Health & Human Services. Petkovsek will check with Health and Human Services. She will be working with Jane Grabarski, Emergency Management Director, from the policy and practice standpoint.

Item #12 - Discuss/approve resolution for Deputy Sheriff's Contract, Local 355, Wisconsin Professional Police Association, along with an attachment indicating the changes. **Motion by Grabarski/Babcock to approve the resolution. Motion carried.**

Item #13 - Discuss and/or act on Board appointment for vacancy in District #10. Loken advised that there is a district vacancy, which Matt Sherd previously held. Barb stated they received interest from Duane Sherd and Joanne Sumpter. Duane Sherd left a voice mail message stating he was interested. Several attempts were made by the Administrative Coordinator's office contacting Mr. Sherd to submit his interest in writing/resume. One resume was received from Joanne Sumpter. **Motion by Grabarski/Babcock to support the appointment of Joanne Sumpter and forward this on to the County Board packet for August. Motion carried.**

Item #14 - Discuss and/or act on Resolution to eliminate Conservation Clerk position and create Conservation Program Specialist position. Mr. Albert explained that Chris Murphy, County Conservtionist, had asked that this be added to the agenda. Supervisor Keckeisen said, Murphy worked some numbers in his budget and thought he could shift some things around. He felt he could stay well within his budget. Mr. Albert's understanding is that Murphy wants to go from a Clerk/Office position to include field work. The urgency to get this on today's agenda is due to the gypsy moth program. Kirsenlohr has several reservations.

Chris Murphy, County Conservationist, entered the meeting. Mr. Murphy distributed minutes to the Committee to provide them with a chronological sequence of events that took place. The second handout is the actual items that were discussed during those committee meeting. The original proposal to the Planning and Development Committee was to help subsidize this through tree and shrub sale and they said, no. Discussion was held where the money would come from. Murphy said, since there has been a vacancy, there is money left there. The proposal to the Planning & Development Committee was, do they want Land and Water Conservation Dept. to coordinate these activities for the gypsy moth program. Discussion has been going on about this since May. The volunteer can no longer do this. The Planning and Development Committee did decide that the Land and Water Conservation Department would coordinate these activities so now we have to decide how to go about doing that. The reason it is a resolution is because in Chapter 2, Section 5.02 of the Administrative Personnel Policies, it clearly states what needs to take place as a new position needs to be considered during the current year.

Murphy explained having the new position in Group 2, Class 8, is not set in stone. If it was an exempt position, it would be in Grade 9. Murphy explained that he split the difference in terms of the pay scale and it happened to fall in this group 2, Class 8. Murphy made it clear to the committee that he is not the one driving this process. It is not him to decide where this money is going to come from. Public demand is asking for it. The DNR called their department to support this and said they would pass federal dollars to us if we support these activities. The discussion that took place in the Planning & Development Committee was who is going to do this, should it be us, the Townships, or the DNR.

Kirsenlohr is concerned about the responsibility of the dams.

Renner asked Murphy if the DNR has told him they would pass down federal dollars. Murphy explained that it is not passing down the dollars, it is spraying for the gypsy moths at a reduced rate.

Discussion was held as to what these gypsy moths are and what they expect to happen with them. The individual performing the duties would go out and physically inventory the site. Once the areas was identified, you have to go through the paperwork of this program, put the map together of the spray block area and then fit it in so when Spring comes along, there is the coordination effort.

Murphy explained how this is quite typical of the State Agency that they are here to support us, but don't have anyone to do the work. He took a hands off approach at first.

Supervisor Kirsenlohr asked Murphy if he could get a limited term employee for this area from now until December 1st, because maybe next year we won't need anyone, so a limited term employee may be a better solution.

Murphy said that he gave the committee options, which included part-time positions. Murphy explained that he was not before the committee to defend what is right or wrong, he just needs guidance because there is field work that needs to be done.

Supervisor Ward explained that she has received many calls from the Town of Preston constituents and they have asked her to type up a letter. Ms. Ward typed up a petition, which to date has over 200 signatures. Ms. Ward read statements from concerned people in the Town of Preston.

Salary for this position was discussed.

Supervisor Grabarski stated, basically this individual will coordinate with the DNR in getting areas sprayed. He asked who will have to pay for the cost of spraying? Murphy said, that hasn't been decided. More discussion took place on who would pay for the cost of the spraying--the Town, the County, the Individual.

Murphy stated from the reports given by the DNR, they are willing to provide assistance at the

DNR level. Chris stated that he couldn't answer who was going to pay for it as they haven't had those discussions yet.

Discussion took place about adding an LTE or a contracted service to get through the end of the year.

The current budget for this position was discussed and discussion was held about the person filling the position posting into another position.

Supervisor Ward told the committee she had e-mails into Marlin Schneider and Julie Lassa.

More discussion took place on the spraying and who was going to pay for the cost of the spraying.

Chair Loken said, the discussion should be on the job itself, we are not here to resolve the gypsy moth issue. Mainly, does the County need to change the job title to eliminate the Conservation Clerk and have an employee who can do both duties.

Grabarski asked if we actually have to change the title to accomplish this since the Clerk been performing these duties in the past.

Discussion took place as to whether the class and group listed on the resolution should remain as is or be changed to a lower rate. The two positions are totally different duties, so it may not be easy to find someone to fill such a unique position.

At the present time, there is a vacant clerical union position open in the Land & Water Conservation Department.

Murphy pointed out he only included single health insurance in the resolution he presented since the last person in the position had a single plan. Petkovsek stated the married rate should always be included if the person's status posting into the position is unknown.

Petkovsek asked if the UW-Extension office provides education for these type of programs. Murphy explained that they haven't taken this on as a whole, they only play the educational role in this.

Grabarski pointed out the assignment of job duties, the job description reads that they supervise the tree and shrub sales. In the current job description it says, they supervise and coordinate programs, so this would fall under their duties.

Motion by Grabarski/Renner to take this to the County Board to let them determine whether they want to eliminate the Conservation Clerk position and create a Conservation Program Specialist position. **Motion carried** with Kirsenlohr voting no.

Item #15 - **Motion by** Kirsenlohr/Babcock to convene in closed session per Sec. 19.85(1)(c) & 19.85(1)(g), Wis. Stats., to consider 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: 1) to consider grievance no. 07312007 filed by Courthouse Union Local 1168, and 2) discuss preliminary negotiations regarding union contracts. **Motion carried** by unanimous roll call voice vote.

Item # 16 - **Motion by** Grabarski/Renner to reconvene in open session per Sec. 19.85(2), Wis. Stat., to consider and vote on appropriate matters. **Motion carried** by unanimous roll call voice vote.

Motion by **Grabarski/Babcock** to take a resolution to County Board, based on the presentation from Associated Financial and the cost savings, to recommend moving from a self-funded insurance plan to a fully insured plan, to be introduced by Executive Committee and Administrative and Finance Committee. **Motion carried.**

Motion by Kirsenlohr/Renner to adjourn until 1:30 p.m. **Motion carried.**

Motion by Renner/Kirsenlohr to reconvene at 1:40 p.m. **Motion carried.** Supervisor Grabarski excused.

Item #17 - Barb Petkovsek, Administrative Coordinator/Director of Finance, gave her monthly report to the committee.

Item #18 - Jack Albert, Corporation Counsel/Personnel Director gave a report of his first two weeks.

Item #19 - The Committee reviewed budgets for: a) Administrative Coordinator; b) Print Shop; c) GIS; d) Maintenance; and e) Corporation Counsel/Personnel Department.

Ms. Petkovsek presented the Administrative Coordinator/Director of Finance budget to the committee. **Motion by** Kirsenlohr/Babcock to approve the Administrative Coordinator/Director of Finance budget for 2008. **Motion carried.**

Ms. Petkovsek presented the Print Shop budget to the Committee. **Motion by** Kirsenlohr/Babcock to approve the 2008 budget for the Print Shop. **Motion carried.**

Ms. Petkovsek presented the GIS budget. **Motion by** Babcock/Kirsenlohr to approve the GIS budget. **Motion carried.**

Ms. Petkovsek presented the Maintenance budget to the Committee. **Motion by** Renner/Babcock to approve the maintenance department's budget as presented. **Motion carried.**

Mr. Albert presented the Corporation Counsel/Personnel Director's office budget to the Committee. **Motion by** Kirsenlohr/Babcock to approve the budget as presented. **Motion**

carried.

Motion by Babcock/Renner to approve vouchers. **Motion carried.**

Action items for the next regular meeting: possible marketing/sale of the old Library Building and direct deposit.

Motion by Babcock/Renner to adjourn at 5:05 p.m. **Motion carried.**

Respectfully submitted,

Jane M. Gervais
Paralegal/Personnel Assistant

THESE MINUTES HAVE NOT BEEN APPROVED BY THE EXECUTIVE COMMITTEE.