

Executive Committee Meeting
November 13, 2012 – 8:30 a.m. - Conference Room A-260

Al Sebastiani, Vice-chair, called the meeting to order at 8:30 a.m. The meeting was properly announced.

Committee members present: Al Sebastiani, Jack Allen, and Larry Babcock. Joe Stuchlak was in attendance substituting for Florence Johnson, who was excused. John West was excused.

Others present: Trena Larson, Administrative Coordinator/Director of Finance; Attorney John R. “Jack” Albert; Marcia Kaye, Personnel Director; Diane Heider, Legal Assistant, Recording Secretary; and Supervisor Lori Djumadi.

Motion by Allen, seconded by Stuchlak, to approve the Agenda. Motion carried by unanimous vote.

Motion by Babcock, seconded by Allen, to approve the Minutes of the October 9, 2012 Executive Committee meeting. Motion carried by unanimous vote.

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

Discussion was held regarding clarification of certain sections of the Employee Handbook. Discussion was held regarding the possibility of health insurance coverage of domestic partners of employees. It’s a decision strictly made by the County. Kaye will inform the Committee members regarding other counties’ policies on this issue.

The H&HS Committee recommended hiring a Children & Family Services Manager at a wage step other than the starting rate. **Motion by Allen, seconded by Babcock, to hire a Children & Family Services Manager at Step 6. Motion carried by unanimous vote.**

Motion by Babcock, seconded by Allen, to convene in closed session at 8:47 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. Motion carried by unanimous vote. Discuss impact of recent court decision regarding Act 10. The Committee reconvened in open session per Wis. Stats. §19.85(2), at 9:18 a.m., to consider and vote on appropriate matters. No motions were made post-closed session.

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

- Larson reported on the Veterans Day employee in-service program, which was well attended.
- Hilbert Communications documents have been reviewed by outside bond counsel and Corporation Counsel.
- The EO Johnson print service contract resolution will be presented to County Board at its November meeting. There will be an approximate savings of \$30,000 over a 5-year period. Existing agreements with EO Johnson have been budgeted for 2013.
- The fiscal coordinator/support staff position may be filled by November.

- The Administrative & Finance Committee is moving forward with the Wipfli wage study. Chair John West will hopefully appoint supervisors to a committee to work with AC/DOF and Personnel.
- A wage study conference with Wipfli will be held on November 30, 2012 to establish a timeline and define tasks.
- Adams County department heads/managers will receive fiscal year-end training on proper voucher entry.
- Schenk will perform a preliminary audit the week of December 3, 2012.

Jack Albert presented Corporation Counsel Department monthly report. Albert attended many lengthy conferences on Hilbert Communications negotiations. Albert reported on the status of the Intergovernmental Medical Examiner Agreement with Columbia County. Albert also reported on department representation, court actions, case load, and office management.

Albert described his efficient and cost-effective use of Wisconsin Counties Mutual Insurance for Personnel and Litigation matters. There is no cost for this legal representation, other than the initial insurance premium. Usually the Mutual attorney assigned to pre-claim coverage follows through with additional representation if required. Corporation Counsel's budgeted attorney's fees covers representation by Attorney Mark Thibodeau, in case of Attorney Albert's unavailability, pursuant to County Board Resolution.

Marcia Kaye presented the monthly Personnel Department report and distributed a handout describing new hires, transfers, and worker's compensation claims. Kaye attended a conference of the Association of County Personnel Directors in October.

Motion by Babcock seconded by Stuchlak, to approve November vouchers. Motion unanimously carried.

Action items for next meeting:

- Update on Wipfli Study.
- Closed session to discuss impact of recent court decision regarding Act 10.
- Separate closed sessions to discuss goals, accomplishments and committee expectations of Administrative Coordinator/Director of Finance Department, Corporation Counsel Department, and Personnel Department.

The next meeting is scheduled for **December 11, 2012 at 8:30 a.m.** **Motion by Stuchlak, seconded by Allen**, to adjourn the meeting at 10:15 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

/s/ Diane M. Heider

Diane Heider
Recording Secretary