

Executive Committee Meeting
September 7, 2012 – 8:00 a.m. - Conference Room A-260

John West, Chair, called the meeting to order at 8:05 a.m. The meeting was properly announced.

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

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

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

Motion by Babcock, seconded by Johnson, to approve the Minutes of the August 14, 2012 and August 21, 2012 Executive Committee meetings. Motion carried by unanimous vote.

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

Discussion was held on Item 8 of the Agenda. West ordered that an action item be added to the December Executive Committee Agenda for individual closed session meetings with the Administrative Coordinator/Director of Finance, the Personnel Director and Corporation Counsel. The purpose of the meeting is to discuss individual department goals, accomplishments and committee expectations. Kaye will provide these three job descriptions to the Committee prior to the December Executive Committee meeting.

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

- Larson is preparing an analysis of negotiations with Sheriff Union Local 355.
- Larson is planning for the Veterans Day in-service scheduled for November 12, 2012. Group planning will assist in identifying critical training needs. Some topics are loss management, public health, safety, blood borne pathogens, etc. County Board Supervisors are welcome to attend.
- Larson is in contact with Deb DeWitt of the Wisconsin County Mutual to discuss loss prevention related to safety. It is possible to combine services offered thru Wisconsin County Mutual with contracted services to optimize the administration of a safety program. Larson will bring forth a proposal to reappoint a Safety Committee. Kaye commented that Aegis has conducted mandatory training – we are keeping up, but need more training. Allen questioned whether the employees had training to encounter emergencies, i.e., where supplies are kept, evacuation plans.
- The County Employee picnic went well, with good participation. It was a good team/morale builder.

- Larson coordinated a meeting between Public Health, Health & Human Services Director, Parks Dept. and Land & Water departments regarding blue-green algae. We need to develop a policy and procedure for notifying the public of blue-green algae which conforms to the consortium policy.
- Larson is coordinating key personnel and doing due diligence on County issues.

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

- The Assistant to Administrative Coordinator/Director of Finance position is vacant.
- Job descriptions have been distributed to departments for comparison and update.
- Employees are purchasing, at their own expense, polo and t-shirts with the County logo and optional embroidered employee name.

Jack Albert's report of Corporation Counsel Department activities was given by Diane Heider, Legal Assistant, including legal opinions, department representation, litigation, guardianship and mental commitment caseloads.

No vouchers were available for review and/or approval.

The next meeting is scheduled for **October 9, 2012 at 8:00 a.m.** Action items for the December, 2012 Agenda will include individual closed sessions for discussion of goals, accomplishments and expectations of Corporation Counsel, Administrative Coordinator/Director of Finance, and Personnel Director.

Motion by Allen, seconded by Babcock to convene in closed session at 8:55 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 9:19 a.m., to consider and vote on appropriate matters. **No motions were made post-closed session.**

Motion by Allen, seconded by Babcock, to adjourn the meeting at 9:21 a.m. **Motion carried by unanimous vote.**

Respectfully submitted,

Diane Heider
Recording Secretary