

EXECUTIVE COMMITTEE

August 10, 2010

The Executive Committee of the Grant County Board of Supervisors met on Tuesday, August 10, 2010 at 9:00 a.m. in Room 266 of the Administration Building, Lancaster, WI.

The meeting was called to order by Chair Robert Keeney. Members present were John Patcle, Mark Stead, Larry Wolf, Ivan Farness, Stephen Adrian, and Patrick Schroeder. Therefore a quorum was present.

John Patcle, seconded by Larry Wolf, moved that the meeting is in compliance with the open meeting law. Motion carried without negative vote.

Ivan Farness, seconded by Mark Stead, moved to approve the amended agenda as posted. Motion carried without negative vote.

Larry Wolf, seconded by Mark Stead, moved to approve the minutes of the July 13, 2010 and July 20, 2010 meetings. Motion carried without negative vote.

Employee Relations Segment

Directors Report

Joyce Roling discussed the staffing report for this past month. Total Grant County Employees as of August 5, 2010, are as follows:

Full time Benefit	287
Regular Part time Benefit	117
Part time	26
Limited term and seasonal	143
TOTAL	573

The committee reviewed the Health Reimbursement Arrangement concept in detail. There were about fifty people in attendance at the first informational meeting for employees and union representatives. There are more informational meetings set up for this week at various departments in the county. If the county goes with this concept and the unions agree, there could potentially be over \$400,000 savings.

The committee discussed an option to provide for an early retirement incentive for employees. Joyce Roling will continue to research this to see what kind of program will work for the county in order to save dollars. The committee will discuss this further at next months meeting.

John Patcle, seconded by Larry Wolf, moved to go into closed session per state statute 19.85 (1) (c) (e) and (g) regarding personnel matters, contract negotiations and conferring with legal counsel. Roll call vote resulted in carried motion. Attorney Andrew Phillips was in attendance.

Robert Keeney	Yes
Patrick Schroeder	Yes

Larry Wolf	Yes
John Patcle	Yes
Steve Adrian	Yes
Ivan Farness	Yes
Mark Stead	Yes

John Patcle, seconded by Mark Stead, moved to come out of closed session. Motion carried without negative voice vote.

Finance Segment

Louise Ketterer presented the Treasurer's Report for July. John Patcle, seconded by Stephen Adrian, moved to accept the Treasurer's Report. Motion carried without negative vote.

Pursuant to the motion at the May 11, 2010 meeting, the committee reviewed the temporary increase in hours for the Corporation Counsel's Legal Assistant. At that time the Committee increased the hours from 19 to 24 per week with a temporary increase to 40. Corporation Counsel JoAnn Millhouse stated that she reduced the hours back to 24 per week when she returned to work and requested that not be changed. She further stated she had one project to proofread and would then be caught up. The consensus of the Committee was to leave the Legal Assistant's schedule at 24 hours per week if JoAnn was caught up.

JoAnn Millhouse requested the purchase of one fax machine, one desktop adding machine, and one secretarial chair in 2011 at a cost of \$280. Mark Stead, seconded by Larry Wolf, moved to approve the request and forward to Public Property and Technology. Motion carried without negative vote.

District Attorney Lisa Riniker requested one fax machine and one office chair for a total of \$720. Patrick Schroeder, seconded by Ivan Farness, moved to approve the request and forward to Public Property and Technology with the stipulation that Lisa contact Jeff Anderson for possible savings on the fax machine through government pricing. Motion carried without negative vote.

Register of Deeds Marilyn Pierce requested one computer at a cost of \$1,000. Mark Stead, seconded by Stephen Adrian, moved to approve the purchase and forward to Public Property and Technology. Motion carried without negative vote.

Treasurer Louise Ketterer requested renewal of the support service for GCS software for the Treasurer and Tax Lister's offices at a cost of \$12,820. Ivan Farness, seconded by Patrick Schroeder, moved to approve the request and forward to Public Property and Technology. Motion carried without negative vote.

Deputy Clerk of Court Jan Udell requested one microwave oven and chair rail for the Branch 1 jury room and 18 seat cushions for the jury box chairs in the Branch 1 courtroom at a total cost of \$760. John Patcle, seconded by Ivan Farness, moved to approve the microwave oven and seat cushions at a cost of \$460 and forward the request to Public Property and Technology. The request for chair rail will be referred to Public Property and Technology to be funded from the maintenance budget. Motion carried without negative vote.

County Clerk Linda Gebhard requested two desktop printers and one portable phone head set for a total cost of \$1,050. Patrick Schroeder, seconded by Larry Wolf, moved to approve the request and forward to Public Property and Technology. Motion carried without negative vote.

Child Support Administrator Verda Nemo requested no equipment or technology for 2011 and stated she could pay fifty percent of the Corporation Counsel's requested items from stimulus funds if those were purchased before September 30, 2010. The chair could be fully funded since all of the Legal Assistant's time is being billed to Child Support. Mark Stead and Larry Wolf rescinded their motion and second to approve the Corporation Counsel's requested 2011 purchases. Mark Stead, seconded by Larry Wolf, moved to authorize Verda to purchase the requested items immediately with Child Support to pay fifty percent of the fax machine and calculator and one hundred percent of the chair. Jeff Anderson is to be contacted regarding pricing and specifications for the fax machine. Motion carried without negative vote.

Finance Director Nancy Scott requested one printer, special programming to generate W-2 forms on the current software, and 2011 installment payment, travel, and one month support for the new software at a total cost of \$86,335. Patrick Schroeder, seconded by Ivan Farness, moved to approve the request and forward to Public Property and Technology with the stipulation that I.T. purchase the same printer as purchased for other departments. Motion carried with one negative vote.

Nancy Scott reviewed the December 31, 2009 financial audit report issued by Johnson Block & Co., Inc. Larry Wolf, seconded by Patrick Schroeder, moved to implement the auditor's recommendation to accrue payroll at the end of the year. Motion carried without negative vote. Stephen Adrian, seconded by Ivan Farness, moved to accept the audit as presented. Motion carried without negative vote.

Chair Robert Keeney noted that the ten-year history of major maintenance and improvement expenditures was distributed for informational purposes. Larry Wolf stated Public Property and Technology had requested the information to assist in determining if this should be a budgeted line item each year.

The Committee reviewed the estimated staff cost increases and available resources for 2011 and one-time funding used for the 2010 budget. Larry Wolf, seconded by Patrick Schroeder, moved to request department heads submit a 2011 budget with no increase over the 2010 budget. Motion carried without negative vote.

Pursuant to a motion at the Public Property and Technology Committee, the Committee discussed if there is a need to assign specific responsibilities to committees and, if so, which committee would be most appropriate to do that. John Patcle, seconded by Larry Wolf, moved to assign the Administrative Committee the responsibility to assign specific committee responsibilities. Input from any board members will be taken into consideration. The Administrative Committee's recommendations will be taken to the County Board for approval at a later date, after review by Corporation Counsel. Motion carried without negative vote.

Finance Director's Report

A business analyst from Springbrook Software will be here on September 17, 18, and 19 to

conduct the business process study. Juneau County has indicated the major functions of the highway software are working and Springbrook is working on the minor functions such as billing out safety vests to townships, etc.

The IRS audit will include 2009 on a limited scope. Any issues found in the 2008 audit will be examined for 2009 as well. Taxes on the 2009 sick leave conversion will cost approximately \$10,000. The auditor has begun working on the 1099-type payments.

The quarterly Wisconsin Government Finance Officers Association conference will be September 16 – 17. The cost will be \$75 plus lodging and mileage.

At 12:27 p.m., Patrick Schroeder, seconded by Mark Stead, moved to adjourn to Tuesday, September 14, 2010 at 9:00 a.m. Motion carried without negative vote.